

Ref: ICTS/TIFR/2020-21/SER-29

Tender Notice No. 02/FEB/2021

**TENDER FOR HIRING OF VEHICLES
(SCHEDULED & UNSCHEDULED TRIPS)**

**This tender document contains total 18 pages
(Pages 1 to 15 - Cover – I Techno-Commercial Bid)
(Pages 16 to 18– Cover – II Price Bid)**

**EMD amount: Rs. 87,000/-
(Rupees Eighty Seven Thousand only)**

Last date for submission: 15 March 2021 till 15.00 hrs

**Tender opening date & time: 15 March 2021 at 15.30hrs
(Only Techno – Commercial Bids)**

Ref No. ICTS/TIFR/2020-21/SER-29

Tender No.02/FEB/2021

Sealed tenders are invited from Registered and Licensed Contractors of repute for providing Transport facility i.e, Hiring of Vehicles at ICTS-TIFR, Survey No 151, Shivakote Village, Hesaraghatta Hobli, Bangalore North.

Pre-Bid Meeting: For information / technical details / clarifications required by the tenderers, a Pre-Bid meeting will be held on 05 March 2021 at 11.30 hrs.
The tenderers who are interested in participating in the tender are requested to attend the pre-bid meeting using the below details:

Join the meeting: <https://guest.lifesize.com/7758474> (supported browser: Google Chrome)

Passcode: 210305#

Other ways to call: <https://call.lifesize.com/otherways/7758474>

Click to call from Mobile (audio only) India: +91 22 71279563, +91 80 71279432, 000 80 00501761

Meeting extension: 7758474#

Passcode: 210305#

Please read carefully the instructions for the tenderers and scope of work.

The prospective contractors should note that high quality of service and professional approach is the essence of this contract.

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Tenders should be submitted in two sealed covers. This tender will be evaluated under 2 Cover Bid System

I. The **first sealed cover** – **Cover I** superscribed **“Techno-commercial Bid”** should contain the following:

1. The Contractor should have at least **3 years’ experience** in providing Transport services in R & D Institutions / medium / large establishment / Public Sector Undertakings / Government Organisations / IT Companies etc. Details to be furnished.
The contractor should have executed a minimum of three orders, each of contract value not less than 17 lakhs or two orders, each of contract value not less than 26 lakhs or one order of contract value not less than 35 lakhs, in order to participate in the tender. Work Order Copies should be enclosed.
2. Company profile and a copy of valid Registration Certificate of the Firm/Agency/Company.
3. Copy of a valid PAN Number issued by the Income-Tax Authority.
4. Latest Performance Certificate from Present / Previous clients, should be provided.
5. The Contractor should own in firm's name at least one vehicle (should be year 2018 and above model). Copy of the RC book should be enclosed.
6. Acceptance of terms and conditions (page 1 to page 9) and Annexure-A, B, C (page 14 to Page 16) (Annexures should be duly signed and filled wherever necessary)
7. The contractor should confirm that all Vehicles have GPS devices with RFID facility.
8. Demand Draft / Bank Guarantee in lieu for Earnest Money Deposit.
9. Solvency certificate of at least Rs. 10 lakhs value issued by your banker.
10. GST Registration Certificate.
11. Registration / Recognition from State / Central Tourism Department.
12. The contractor should confirm that all Vehicles to be provided will be **year 2016 and above model** and all Drivers to be deployed have **minimum 5 years’ experience** after obtaining a valid Driving License.

II. The **Second sealed cover** – **Cover II** super scribed **“Price Bid”** should contain **Price Bid Rate Chart – Part ‘A’ - Scheduled cars and Part ‘B’ - Unscheduled vehicles.**

The above mentioned two covers shall be sealed separately and shall be put into a single cover superscribed **“Tender for Hiring of Vehicles”**. This should be addressed to the **“Administrative Officer, ICTS-TIFR, Survey No 151, Shivakote Village, Hesaraghatta Hobli, Bangalore North - 560 089.**

The Techno-Commercial Bid will be opened on **15 March, 2021 at 15.30 hours.**

On the date of tender opening (**i.e. on 15 March, 2021**), only the Techno-Commercial Bids shall be opened in the presence of attending bidders. The Techno-Commercial bids shall be evaluated subsequently and only the shortlisted firms will be called for attending the price bid opening. Intimation for attending the price bid opening shall be sent to the short listed firms in advance.

In the event, the due date is declared a holiday, the tender will be opened on the following working day.

EARNEST MONEY DEPOSIT: Rs. 87,000 (Rupees Eighty Seven Thousand only). Earnest Money Deposit shall be submitted along with the “Techno-Commercial Bid cover in the form of a Demand Draft drawn in favour of “International Centre for Theoretical Sciences”, payable at Bangalore. The DD should be from a Nationalised / Scheduled Bank. Alternatively, a Bank Guarantee from a Nationalised bank may be provided (no other mode of payment will be accepted). The Bank Guarantee should be valid for 6 months from the date of opening. Bids not accompanied with Earnest Money Deposit shall be rejected. The EMD amount is liable to be forfeited, if the successful bidder fails to accept the Work Order or withdraws, or amends, impairs or derogates from the tender in any respect within the period of validity of this tender. The EMD shall be refunded to the unsuccessful bidders once the order is released on the successful bidder.

The EMD may be forfeited:

- a. If the bidder withdraws the bid during the period of bid validity specified in the tender.
- b. In case a successful bidder fails to furnish the Performance Bank Guarantee.
- c. If the bidder fails to furnish the acceptance in writing, within 7-days of award of contract/ order.

Conditions of Tender

- 1) Quotations must be submitted giving complete details using enclosed tender papers.
- 2) **The rates quoted shall remain valid for a period of 180 days from the date of opening of Price Bids.**
- 3) Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address, phone no. and Fax no. of the firm. This tender document/form is not transferable. Only the party to whom the tender documents have been issued shall be entitled to quote. (Applicable only for the bidders who purchase the document from our office).
- 4) Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
- 5) The total amount should be written both in figures and in words and if there is any discrepancy between the two, the amount in words will only be accepted.
- 6) Bids which do not comply with the above conditions are liable to be rejected.
- 7) ICTS shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject **any or all** tenders without assigning any reason whatsoever.
- 8) The contractor shall indemnify ICTS against all claims direct or indirect from all Government Departments, public and ICTS including their staff members and students for any issue arising directly or indirectly out of this tender Contract.

- 9) The Centre reserves the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
- 10) No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a **'No' or 'NIL' or 'Not Applicable'** statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
- 11) The tender form should be filled and sealed and should reach ICTS latest by **15.00 hrs on 15 March, 2021**. The contractor chosen will have to undertake the work within 10 days from the receipt of the Work Order.
- 12) Bids shall be accompanied by the following, failing which the offers are liable to be rejected :
 1. License and Registration Certificate issued by Competent Authority.
 2. Organization Structure
 3. List of works on hand/carried out during the last 3 years
 4. Performance Certificate from the existing clients.
 5. Annexures should be duly filled in
 6. The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)
 7. Earnest Money Deposit
- 13) All annexures, attachments (if any) to this tender shall be read as part and parcel of this tender.
- 14) Deviation(s) indicated in Annexure C are not automatically accepted; only if such deviation(s) indicated by tenderer has/ have been specifically accepted in the Work Order, such deviations are deemed to have been accepted and become part of the agreement.
- 16) All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designation with company seal of the person signing the offer and name and address of the firms. The envelope containing the bids shall be superscribed **"Tender for HIRING OF VEHICLES"** and Reference No. **ICTS/TIFR/2020-21/SER-29**

DEFINITION OF TERMS:

- 1) ICTS means International Centre for Theoretical Sciences, Survey No 151, Shivakote , Hesaraghatta Hobli, Bangalore North, Pin 560089
- 2) The words Contractor, bidder, firm, agency means the person to whom the contract shall be awarded.
- 3) Work order, Purchase Order or Order shall mean the Work Order / contract with associated specifications executed between the Centre and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.
- 4) Vehicles shall mean vehicles with appropriate tourist permits, licenses and all other statutory requirements as required under the existing provisions and modified from time to time by the statutory bodies, Govt. departments etc.

TERMS AND CONDITIONS:

- 1) **All Vehicles to be provided should be 2016 and above model and all Drivers to be deployed should have minimum 5 years' experience after obtaining a valid Driving License.**
- 2) **A security deposit @ 10% of the contract value shall be provided by the contractor within 15 days of awarding of contract,** failing which the entire amount will be recovered in the first 3 months' running bill. Alternatively, an Irrevocable Bank Guarantee from a Nationalised Bank for the equivalent value may be furnished for the period of agreement with a 3 months grace period. The security deposit is refundable after expiry of the agreement subject however, to any claims on the contractor. The Centre reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the contractor. The security deposit does not carry any interest.
- 3) The contractors shall provide vehicles which are in perfect running condition, having clean and neat upholstery and body.
- 4) The transport contractors shall provide vehicles as stated above from their own resources and funds and the same will be sent to ICTS for the sake of operational formalities.
- 5) All taxes, insurance charges and other statutory levies that are payable therein shall be paid by the transport contractors.
- 6) All vehicles shall have a valid permit to run as hired vehicles.
- 7) All Cars should switch on **Air condition** depending weather condition.
- 8) The transport contractors shall keep the vehicles entirely at the disposal of ICTS during the period of contract and these vehicles will not be used for any other purposes by the transport contractors. ICTS is at liberty to use the vehicles whenever necessary including Saturdays, Sundays and other holidays and also to any place depending on its requirements.
- 9) The transport contractors shall make the vehicles available to ICTS for a minimum period as per the timings mentioned in the rate chart in a day, which will be stipulated by ICTS. However, occasionally the transport contractors may be asked to over stay and it is the responsibility of the contractor to ensure that the drivers are not kept for long duty hours.
- 10) The transport contractors shall keep up the timings and in case of any repairs or due to any other reasons, if he is not in a position to send the vehicle, he will arrange alternate transport at his cost and ensure that the work of ICTS does not suffer. In case of failure to provide alternate vehicles, ICTS will be free to requisition such vehicles at rates which are within two times of the rate of the contractor who has failed to perform. In such cases such amounts will be made good to ICTS by the transport contractors without demur, either by deducting such amounts from their bills or by paying up on a demand from ICTS.
- 11) The transport contractor shall make efforts to restore the vehicle as early as possible.
- 12) The transport contractors are responsible to keep the vehicles in top most running condition and arrange for its periodical maintenance and daily cleanliness.

- 13) The transport contractors shall not use the vehicles under any circumstances for monetary gains except for ICTS works and he shall not pick up other passengers other than those authorised by ICTS.
- 14) ICTS reserves the right to fix or change the routes and stoppages, timings or any other thing which it feels is necessary for its operation of scheduled trips.
- 15) The driver of the vehicles shall be well trained, experienced and shall possess valid driving licenses, badge for driving public vehicles. The driver shall be medically fit for driving such types of vehicles, with clear vision. Further, he should be well mannered and wear a clean & neat white uniform.
- 16) The driver should necessarily know Kannada and should be able to converse either in Hindi or English.
- 17) The vehicles shall be equipped with a stepney tyre, a set of tools, first aid box and other necessary accessories.
- 18) The transport contractor shall strictly follow all instructions, procedures, rules and regulations. The transport contractor shall solely be responsible for any penalty or any other types of punishment due to negligence, ignorance or wilful action of the driver.
- 19) ICTS shall have no responsibility for any damage to the vehicles due to accidents or any other reasons whatsoever including act of God, civil commotion, fire, floods or any other natural or man-made calamities and shall have no liability to pay compensation in any manner to anybody, individual or to any Government or other statutory agencies. The transport contractors shall solely be responsible under all such circumstances.
- 20) In case of accidents or any damages to the vehicles, property, people or whatsoever, any claim from public or any party arising out of or in the course of operating the vehicles, the responsibility shall rest with the transport contractor and ICTS shall in no way be held responsible.
- 21) In case of any damage or any type of injury caused by the driver to the property or personnel of the ICTS, during the contract period, the transport contractor shall compensate all the expenses incurred by ICTS.
- 22) ICTS will not be responsible for any loss or damages due to fire, theft etc. to the vehicles when the vehicle is parked either in ICTS campus or other places.
- 23) Any disputes arising out of this contract shall be settled by mutual discussion. In the event of dispute being unresolved, the decision of the Centre Director, ICTS shall be final and binding on both the parties.
- 24) The type of vehicles required will be decided by ICTS based on the number of passengers. ICTS reserves the right to increase or decrease the vehicles as per the requirements of the Institute.
- 25) If in the opinion of ICTS, any driver is undesirable; such drivers shall be replaced in 24 hours.
- 26) If in the opinion of ICTS, any vehicle is unsatisfactory; such vehicles will be replaced by another better vehicle of the same make & class, etc.
- 27) The routes, type of vehicle prescribed, distance for each trip, places of pickup & drops may

change or vary. In all such cases the exact distance will be determined and paid on the basis of No. of kms. covered. The rate per km. will be the basis on which all increases / decreases will be paid.

- 28) ICTS reserves the right to cancel one or more trips together and / or to change capacity of any or all trips.
- 29) If any vehicle is not being used for the designated trip, ICTS reserves the right to redeploy those vehicles for other trips.
- 30) The formula for increase/ decrease in rates of fuel is as follows:

“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 as given below:

| Sl.No. | Type of Vehicle | Mileage of the Vehicle |
|--------|----------------------|------------------------|
| 1 | Sedan Cars | 10 |
| 2 | Hatchbacks | 12 |
| 3 | SUVs - Toyota Innova | 9 |

The increase/decrease in the rates, if any, due to change in fuel rates, shall be claimed/reduced by the contractor on a monthly basis separately by applying the above formula. The fuel rate prevailing on the first day and last day of every month and difference between these two rates shall be considered for increase/decrease.

- 31) ICTS reserves the right to reduce or increase the distance for any or all trips and pay per km. rate as indicated in the work order or amendments thereof.
- 32) If any trip is not undertaken for one or more days, no charges will be paid for this trip for all such days.
- 33) Any act of commission or omission which jeopardizes the safety / security of the Centre, the contract will be terminated without any notice. The contractor will be levied penalty by the Centre and any expenses incurred towards the work that need to be discharged by the Centre on account of this, shall be recovered from the contractor's bills. The recommending authority will be the Officer-in-Charge and the decision of the Director, ICTS will be final and binding on both the parties.
- 34) The liquidated damages clause will be applicable at the rate of 1% or actual loss incurred to ICTS on the monthly bill value in the event of mismanagement, non-fulfilment of contractual obligations or any other reason which in the opinion of ICTS, has affected its day to day operation.
- 35) The imposing of liquidated damages or termination of the contract will be absolutely at the discretion of the Director, ICTS.
- 36) The successful bidder will be required to sign an agreement on Rs.100/- non- judicial stamp paper with 2 witnesses and the payment will be released only after agreement is executed.
- 37) The successful bidder needs to deposit photocopies of RC Book, licence of the drivers proposed to ply the vehicles at ICTS with the residential address, mobile number with ICTS for security verification.

- 38) The drivers need to maintain a proper turn out in a neat white uniform tucked in, black shoes, clean shaven and proper haircut. In case the turnout is not proper the vehicle will be sent back and the contractor will have to replace the vehicle.
- 39) All drivers should have mobile phones for proper communication.
- 40) Drivers need to be courteous. They should get down and open the door for the users getting in and wish them appropriately.
- 41) The vehicles should be checked for its upkeep.
- 42) The drivers are not to ask any money from the users either as parking fee or any other. Parking fee will be reimbursed at ICTS if valid receipt is enclosed.
- 43) The drivers need to obey the instructions given by the Transport-in-charge as to the usage of the vehicle even after the specified timings in the work order as provisions are also made for extra kilometers and extra hours.
- 44) If the drivers have any problems, it only needs to be sorted with the transport contractor and no explanation will be accepted from the drivers as excuses for non- compliance of the orders.
- 45) When the drivers go for lunch or tea, they need to inform at reception as well as security at the main gate and take the permission. At any cost it needs to be ensured that all the drivers will not go for lunch or tea together.
- 46) In case of any breakdown of the vehicle while performing the duties, the matter needs to be informed to the Transport-in-charge, ICTS. In case of any accident, the matter needs to be informed immediately to the TI and the driver should take immediate steps to take the patient to the nearest hospital followed with necessary complaint.
- 47) All vehicles need to be parked only at designated parking areas. When called by the receptionist or Transport Incharge, the drivers need to report immediately without delay.
- 48) The contract with the Centre will be initially for a period of 3 months and if the services are found to be satisfactory, the Centre reserves the right to extend the contract initially for a period of 9 months and subsequently for a further period of 24 months (12 months at a time).
- 49) The contractor or ICTS can terminate the contract by giving one month's notice on either side. However, ICTS reserves the right to terminate the contract at any time.

SCOPE OF WORK

PART A - SCHEDULED CARS

| Nature of Vehicles Required | No. of Vehicles required per day | |
|--|---|-------------------------------------|
| Sedan Car (Suzuki Dzire / Ciaz / Honda Amaze/ Toyota Etios/ Hyundai Accent or Equivalent) | 2 Nos. - 12 hrs duty | All Vehicles should have GPS |
| Hatchback cars(Tata Indica/Suzuki Ritz/ Nissan Micra/ or similar) | 4 Nos. - 12 hrs duty | |

PART B - UNSCHEDULED TRIPS - ALL VEHICLES

| Nature of Vehicles Required | No. of Vehicles required per day |
|---|---|
| Hatchback cars(Tata Indica/ Ritz/ Nissan Micra/ or similar) | As and when required |
| Sedan Car (Suzuki Dzire / Ciaz / Honda Amaze/ Etios/ Hyundai Accent or Equivalent) | As and when required |
| SUV (Toyota Innova Crysta, Hyundai Creta Mahindra XUV300, Tata Harrier, Suzuki Brezza, Ford EcoSport or Equivalent) | As and when required |
| Bus (22/35/50 Seater) | As and when required |
| Tempo Traveller or equivalent (12 Seater)- | As and when required |

GPS device with RFID – Vehicle Tracking

- The Contractor should be able to generate following information in PDF/EXCEL/WORD documents and the same should be produced on a daily basis and consolidated report on monthly basis vehicle-wise. The GPS should be with the provision of RFID so as to enable our staff to Punch-in (Pick-up) Punch-out (Drop) for Official / Personal use on a daily basis.
 - RFID should capture ICTS ID details for swiping records.
 - Trip Sheet of RFID should contain the name of User, Designation, Dept, total distance travelled per day and per person wise.
 - Places & total KM travelled trip wise.
 - Trip Wise Summary Report.
 - Vehicle Activity Report.
 - Stop & Speed Reports.
 - A/C on/off Report.
 - Other value added Reports.
- The installation and maintenance charge should be borne by the Contractor only. Without GPS, the vehicles will not be allowed for ICTS operations.

3. For billing purposes, the GPS records will only be considered.
4. The bill in duplicate along with logbook / trip sheets duly signed by the user of the Vehicle should be sent to the Administrative Officer, ICTS for payment by the 5th of the following month. Further, bills relating to a particular vehicle are required to be submitted in one batch on a monthly basis in chronological order (1st of the month to last date of the month) and will not be mixed up with the bills pertaining to other vehicles. It should be ensured that there is no overwriting in the log book. In no case, a log book without signature will be accepted for payment and if it is found so, the amount will be disallowed. GPS records / generated reports will also be considered for payment.
5. The contractor should pay diesel advance to drivers on the 01st, 11th & 21st of every month, (Minimum Rs 10,000/- for Sedan cars and Rs 8,000/- for hatchback scheduled cars on each occasion) irrespective of bill payment status.
6. The Contractors should ensure that all vehicles are installed with Fast Tag.
7. The tampering of meter reading, vehicle usage timings, overwriting of log sheet and misbehaviour of drivers shall be viewed seriously, leading to even cancellation of Contract.
8. The rates quoted by the Contractor shall be firm during the currency of the Contract.
9. The maintenance cost, charges of petrol, road tax, permit fee, passenger tax, border tax, state tax, challans, salary of the driver, the overtime of driver etc., are the responsibility of the Contractor for which no payment shall be made by ICTS.
10. Parking / Toll charges shall be paid by the Contractor which will be reimbursed as per actual by ICTS on production of documentary evidence/ attach the same with the respective trip sheet.
11. One or more than one vehicle depending upon the requirement can be called at any time during the day and night.
12. No Advance Payment shall be made under any circumstances.
13. The Contractor shall be fully responsible for any loss or damage to the Vehicle and also liable to pay full compensation for any injury or any other loss to Passengers.
14. The work can be bifurcated among two or more parties at the sole discretion of ICTS and no Contractor / Agency shall have any objection to the same.
15. The Vehicles sent to the ICTS Office on requisition must have all relevant documents like Registration Book / Driving License / Insurance/ Road Tax/ Receipt Permit Fee / Passenger tax / Border tax etc. The Vehicles should be licensed and shall confirm to all Government Rules and Regulations being in force from time to time.
16. To the extent possible, the contractor will have to make efforts to provide his own vehicle. However, it devolves on the contractor to provide an alternative vehicle taken on lease only in exceptional cases but the payment will be released with reference to the approved rates to the Contractor.
17. The Contractor will meet all the necessary compliance of statutory requirements like pollution, emission, noise etc.
18. The Contractor shall maintain the log books / GPS Reports as per Proforma approved by ICTS for every trip/requisition separately. The signature of the user shall be obtained on the log book, which would indicate the opening and the closing meter reading with time and date at the garage and at the point of starting / ending the journey by the User
19. In case of breakdown/servicing/repair, the Contractors shall provide alternate vehicles of same make and model failing which the Vehicle shall be hired from any other source(s) at the risk and cost of the Contractor.

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20. In case the vehicle either reports or is released to/from any other point in the city other than ICTS, then, the chargeable mileage will be, the actual distance between the office or the garage and reporting /releasing point shall be entertained for payment, on the shortest route at actuals but without GPS Kms.
21. The Outstation night charges shall be applicable only when Vehicle will be taken outside the City limits of Bangalore.
22. The Vehicle provided by the Contractor must be in excellent condition. The Contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the Vehicle. If the interior of the Vehicle is not in good condition, the deduction to the extent of 2% of the total amount from the bill of that vehicle shall be made for that particular month.
23. ICTS reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by ICTS, which may even lead to termination of Contract.

In case of non-compliance of the above terms and conditions of contract, a penalty may be levied.

For and on behalf of International Centre for Theoretical Sciences

Administrative Officer

INFORMATION TO TENDERERS

The Tender shall be evaluated under 2 (Two) Bid System

- i) Techno-Commercial Bid
- ii) Financial Bid

Technical Evaluation shall comprise of

| SL NO | TECHNICAL EVALUATION CRITERIA WITH MARKS | MIN MARKS | MAX MARKS |
|-------|---|-----------|------------|
| 1 | The Contractor should have 3 years' experience in providing Transport for Scheduled / Unscheduled Trips in R & D Institutions / medium / large establishment / Public Sector Undertakings / Government Organisations / IT Companies etc. Details to be furnished. (more work experience will carry more weightage pro rata) | 20 | 25 |
| 2 | The contractor should meet the criteria of minimum contract value and should have executed Contracts of values as mentioned at point I. 1. (page 2) above. Work Order Copies should be enclosed. (higher value of work done will carry more weightage pro rata) | 20 | 25 |
| 3 | Performance Certificate from existing Clients (should be on or after 01/01/2020) (Min 2) | 15 | 20 |
| 4 | The contractor should own in firm's name at least ONE vehicle (should be year 2018 and above model). Copy of the RC book should be enclosed. | 10 | 15 |
| 5 | Geographic Scope / Location to Service ICTS Operations, ability to provide vehicles at short notice | 10 | 15 |
| | TOTAL MARKS | 75 | 100 |

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ANNEXURE A - QUESTIONNAIRE

| | | |
|------|---|--|
| 1 | Please indicate the experience you have in running the business | |
| 2 | Please inform the status of your enterprise i.e. proprietorship / Private Ltd. etc. | |
| 3 | Average experience of the drivers | |
| 4 a. | No. of vehicles owned by you (attach copy of RC Book) | |
| b. | No. of vehicles in your custody & doing day to day trips | |
| 5 | Minimum notice period required for hiring a vehicle for a local trip | |
| 6 | Minimum notice period required for hiring a vehicle for outstation trips | |
| 7 | Have any of your contracts been short closed, or cancelled in the last 5 years | |
| 8 | Bank Account Number | |
| 9 | PAN & GST Regn Nos.(Pl. Enclose Photocopy) | |
| 10 | Name of the Firm & No. of Vehicles per day supplied. Period of Contract & Value of monthly billing (enclose Work Order/s letters for the past Five years) | |

I / We confirm that the statements made above are true to the best of my / our knowledge & belief.

| | |
|---|--|
| Name of the firm | |
| Authorised signatory's name and designation | |
| Address | |
| Telephone Nos. Office: Mobile: | |
| e-mail address: | |

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ANNEXURE – B
SCHEDULE OF EXPERIENCE

Please furnish list of reputed firms / offices to whom you are hiring vehicles:

| Sl. No. | Name of the firm | No. of vehicles per day | Period of contract | Approximate value of monthly billing |
|--|------------------|----------------------------|--------------------|---|
| | | | | |
| PLEASE ATTACH XEROX COPIES OF WORK ORDERS / CONTRACTS | | | | |
| Signature: | | | | |
| Address: | | | | |
| Telephone Nos: Office: Residence: Mobile: e-mail: | | | | |

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ANNEXURE – C

SCHEDULE OF DEVIATIONS FROM SPECIFICATIONS / CONDITIONS

All deviations from the specifications / conditions shall be filled in by the bidder in this schedule

| |
|--|
| |
| The bidder hereby certifies that the above mentioned are the only deviations from technical specifications of this tender (State NIL if no deviation is envisaged) |
| Signature of the Bidder with Seal, Stamp date : |
| Name: |
| Address: |
| Telephone Nos: Office: Mobile: e-mail: |

PRICE BID

PRICE BID

PART A – SCHEDULED CARS

| Vehicles Required | No. of Vehicles required per day |
|---|----------------------------------|
| Sedan Car / Suzuki Dzire / Hyundai Accent / Honda Amaze / Etios or Equivalent | 2 Nos. - 12 hrs duty |
| Tata Indica/ Ritz/ Nissan Micra or Equivalent | 4 Nos. - 12 hrs duty |

PRICE BID - PART A – SCHEDULED CARS

| Particulars | HATCHBACKS Tata Indica/ Ritz/ Nissan Micra/ or similar | SEDANS Toyota Etios/ /Hyundai Accent/ Honda Amaze/ Suzuki Dzire Tour or similar |
|--|--|--|
| | | |
| 4 Hrs - 40 Kms | | |
| 8 Hrs - 80 Kms | | |
| 10 Hrs - 100 Kms | | |
| 12 Hrs - 120 Kms * | | |
| Extra per kilometer | | |
| Extra per hour | | |
| Driver Bata payable only after 11.00 pm upto 5.00 am (local trips) | | |
| Vehicle at disposal for round the clock. | | |

* Rates quoted for 12 hr – 120 km will be considered for comparison.

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PART B – UNSCHEDULED VEHICLES

| Particulars | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--|--|---|--|--|-------------------------|--------------------|--------------------|
| Type of Vehicle | Hatchback cars (Tata Indica/Ritz/ Nissan Micra or Equivalent) | Sedan Cars (Toyota Etios/Hyundai Accent/ Honda Amaze/ Suzuki Dzire Tour) or Equivalent | SUVs (Toyota Innova Crysta, Hyundai Creta Mahindra XUV300, Tata Harrier, Suzuki Brezza, Ford EcoSport or Equivalent) | TEMPO TRAVELLER or Equivalent (12 Seater) | MINI BUS (22 Seater) | BUS (35 Seater) | BUS (50 Seater) |
| 4 Hrs - 40 Kms | | | | | | | |
| 8 Hrs - 80 Kms | | | | | | | |
| 10 Hrs - 100 Kms | | | | | | | |
| 12 Hrs - 120 Kms * | | | | | | | |
| Extra per kilometer | | | | | | | |
| Extra per hour | | | | | | | |
| Driver Bata payable only after 11.00 pm upto 5.00 am (local trips) | | | | | | | |
| Vehicle at disposal for round the clock. | | | | | | | |

* Rate quoted for 12 hr – 120 km will be considered for comparison