

GVK Emergency Management and Research Institute

DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.

T +91 044 2888 8060

www.emri.in

Tender Reference Number:

TN EMRI TAMIL NADU/TN/01/SCM/2017-18/04- Cabs

Invitation of bids for providing Cab Services on rate contract basis for a period of one year.

Owner:

GVK Emergency Management and Research Institute

DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.

T +91 044 2888 8060

Website: emri.in

| Important Dates and Information : | |
|--|---|
| Tender Reference no. | TN EMRI TAMILNADU/TN/01/SCM/2017-18/ 04-Cabs |
| Name of work | Providing Cab services at GVK EMRI office, Teynampet, Chennai. |
| Period for services | 1 year |
| Bid type | Open Tender |
| Bid currency type | Indian Rupees |
| AMOUNT DETAILS: | |
| Bid Document fees | Rs.1000/- |
| Bid Document Fees payable to | GVK Emergency Management and Research Institute, Teynampet, Chennai |
| EMD | 1% of the quoted value for one year |
| EMD Payable to | GVK Emergency Management and Research Institute, Chennai. |
| Bid DETAILS: | |
| Bid document Sale start date | From 07.09.2017 by 10.00 am onwards |
| Pre-Bid meeting | 18.09.2017 at 02.00pm |
| Last date for receipt of Offer | 28.09.2017 by 10.00am |
| Bid opening date | 28.09.2017 by 10.30am |
| OTHER DETAILS: | |
| Bid inviting Officers: | Mr. S.Prakash |
| Bid opening authority | Management GVK EMRI, Tamilnadu |
| Address: | GVK EMRI, DMS Campus, Anna Salai, Teynampet, Chennai – 600 006. |
| Contact Details | 7550018108 |

GVK Emergency Management and Research Institute
(A Public Private Partnership between GVK Group and Government of Tamilnadu)
DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.
Phone No: +91 044 2888 8060

PART A - NOTICE INVITING BID

Tender No: **GVKEMRI/TN/01/SCM/2017-18 / 04- Cabs**

Dated: 07.09.2017

1. **GVK Emergency Management and Research Institute** is not for profit organization working in Public Private Partnership mode, providing free emergency Ambulance, Police and Fire services through toll free no “**108**”. With its head office and Emergency Response Center at DMS Campus, Anna Salai, Teynampet, Chennai – 600 006..
2. GVK EMRI invites bids from service providers for providing **Cab services for GVK EMRI, Teynampet, Chennai.**
3. The list and detailed specifications of the services to be provided along with formats for furnishing the information required from bidders participating in tender are as per annexures attached.
 - a. Annexure-1A/1B Format for quoting the prices
 - b. Annexure-2: Declaration Certificate
 - c. Annexure-3: Performance Bank Guaranty format
4. The tender document with all the details is available in the website of GVK EMRI (www.emri.in) and can also be purchased in hard copy on payment of Rs.1000/- (Rupees One Thousand only) by way of a Demand Draft drawn in favor of “GVK Emergency Management and Research Institute, Chennai” from GVK EMRI-Chennai. Bidders who download the document from website have to submit the Demand draft at the time of tender submission.
5. The completed bids must be received at the office of GVK Emergency Management and Research Institute, Chennai, India, on or before time and date given above. It will be the sole responsibility of the bidder to ensure that their bid is received at the address specified above on or before the specified date & time mentioned.

6. Bids will be opened in the presence of Bidders/authorized representative(s) who choose to attend the bid opening on the specified date and time at the office of GVK EMRI at the address given above. Maximum two persons will be allowed from each company.
7. In the event of the last date specified for receiving and opening the bids being declared as a closed holiday for GVK EMRI's office, the last date for submission of bids and opening of bids will be the following working day at the same venue and time.
8. The bid documents are non transferable.

***Head, Supply Chain Management
For and on behalf of
GVK Emergency Management and Research Institute,***

GVK Emergency Management and Research Institute

Tender Guidelines

Tender No: **GVKEMRI/TN/01/SCM/2017-18 / 04- Cabs**

Dated: 07.09.2017

1. DEFINITIONS:
 - a. PO – Purchase Order
 - b. EMD – Earnest Money Deposit.
 - c. DD – Demand Draft
 - d. PBG –Performance Bank Guarantee.
2. The prices quoted in tender shall remain open for acceptance of one year after signing of rate contract agreement.
3. PRICE VALIDITY: Prices shall be quoted as per the format enclosed at Annexure-1.
4. Bidder should not have been convicted for any criminal or economic offences by any court in India or abroad.
5. SUBMISSION OF BID-The Bid should be in a sealed cover super-scribed “Tender for Providing Cab services at GVK EMRI office, Triplicane, Chennai.” and clearly mention Tender number and date.
 - a. The Super-scribed sealed cover shall consist of two sealed covers inside:
6. Super scribed Sealed Cover A - *Prequalification cover* : documents to be strictly arranged as per sequence mentioned below
 - a. Tender fees (as applicable) by way of DD.
 - b. Earnest Money Deposit (EMD) by way of DD only.
 - c. IT returns and Audited financial statements for last three years.
 - d. Copy of PAN
 - e. Copy of Service tax registration certificate
 - f. Copies of Purchase orders/ Agreements/ Work orders for last three years.
 - g. Declaration certificate.
 - h. Signed and stamped tender documents on all pages

7. Super scribed Sealed Cover B: Price Bid as per format in *Annexure-1*. Bids are liable for rejection at sole discretion of GVKEMRI if prices are not quoted as per format provided.
8. The Bid should be dropped in the box provided for this purpose at main reception of GVK Emergency Management and Research Institute, DMS, Anna Salai, Teynampet, Chennai – 600 006, India. Bids being sent through courier by outstation bidders should instruct the respective courier company to drop the sealed Tender document in the designated box kept at the reception.
9. Bidders shall have an average annual turnover of at least rupees seven lakhs, during the last three years.
10. The Bid should be properly page numbered, signed on each and every page and should be complete in all aspects.
11. Bid documents that do not provide complete information shall be rejected at sole discretion of GVK EMRI.
12. Bid documents submitted after the above specified time shall be rejected.
13. Validity of Bid will be for 60 working days from the date of opening of Offers.
14. Bidder should sign the “Declaration certificate” (Annexure-2) provided in the tender form accepting that they have read and understood, all the Terms and Conditions stipulated for in the Tender, and are willing to abide by these tender terms and conditions”, before submitting the tender document. Tenders submitted without the Signed declaration certificate will be considered incomplete and will not be considered.
15. EMD AMOUNT: Bidder should submit 1% of amount on the quoted value in the tender document price bid. However the evaluation/calculation of the EMD@ 1% of the price bid would be taken up at the time of opening of price bid. In case of variance the bid is subject to disqualification at the sole discretion of GVKEMRI. Each tender form should be accompanied by EMD amount, as applicable in the form of Demand Draft in favor of GVK EMRI-payable at Chennai. For L2 Vendor, EMD would be returned after due acknowledgement (from L1) of the confirmation of PO and delivery schedules. For L3 onwards, the EMD will be returned within 30 days from the date of opening of Bid.

16. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the EMD will be forfeited
17. Performance Bank Guarantee: Successful L1 vendor has to furnish a PBG for 5% of value as per GVKEMRI standard PBG format within 15 working days of tender closing date. The PBG shall be valid for one year. Failure of selected vendor to furnish PBG within stipulated time will automatically result in forfeiture of EMD without any further notice.
18. Right of Acceptance: GVK EMRI reserves the right to accept or reject any tender including of those bidders who fail to comply with the instructions without assigning any reason whatsoever, and does not bind itself to accept the lowest or any specific tender. The decision of the GVK EMRI in this regard shall be final and binding.
19. PRICE
 - A. All Quotes shall be in Indian Rupees
 - B. If more than one bidder has quoted exactly the same price in their bids, and if it has become the Lowest Bid (L1), the decision of GVK EMRI is final by keeping previous work satisfaction experience. (to be provided by the vendor)
 - C. GVK EMRI has right to negotiate even for L1 also.
20. Commercial Evaluation
 - a. Price Bids of the bidders who qualify pre -qualification Bids will be opened in the presence of Bidders / representatives of bidders provided he must be technically qualified.
21. AUTHORIZATION FOR SIGNING DOCUMENTS
 - a. The person who is signing the tender document should be an authorized signatory of the respective supplier's organization and shall carry an authorization letter on company's letter certified by a person not below the rank of a General Manager/CEO/Director/Other Senior level position.
22. ETHICS - Any attempt by a Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders shall make the tender submitted by that tenderer liable for rejection/disqualification.

**ELIGIBILITY CRITERIA/ PARAMETERS AND TECHNICAL SPECIFICATIONS FOR
HIRING OF CABS**

1. The Agency/Firm etc should be serving at least one reputed organisation on regular basis at present and should own at least 03-05 Taxis and the list of Taxis along with photocopies of registration book (for conformation that Taxis are in the name of the Firm/agency) should be attached with the tender.
2. The vehicles to be provided should be in good condition and well maintained with clean seat covers/upholstery, good look and should be in perfect running condition and fulfilling the latest emission norms of Govt.
3. Only such Agency / Firm may apply whose vehicles have been duly authorized by the concerned RTO (i.e. the vehicles should be registered as taxis) for use as public transport and who have telephone and mobile connections available at their Premises/Garage/Stand Office/in-person from where such taxis are to be operated and can be requisitioned by the GVK EMRI.
4. The firm should abide by all labour laws as applicable from time to time.
5. (i) The firm should ensure that the drivers employed hold valid driving license, are in uniform, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as with the security instructions.

(ii) The firm should ensure that none of the driver has any criminal/ legal case pending against him in any police station or court of law.

(iii) Each driver employed by the firm must have a cell-phone duly activated.

(iv) No mileage will be allowed for lunch/tea etc. to the driver. The drivers are not allowed to take hired vehicles for their personal lunch and / or tea during duty hours.

(v) The service provider and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit and sufficient fuel when on duty.

(vi) Each driver should preferable be able to understand English, as the Institute receives a

lot of foreign guests.

PART - B TERMS & CONDITIONS

1. The Successful Bidder shall not sub-contract the contract to any other party without our prior permission and any breach of this condition shall result in forfeiture of your security deposit and termination of your contract without notice.
2. The Successful Bidder shall be responsible for providing services round the clock for 24 hours and for all days of the week at the office of GVK EMRI.
3. The Successful Bidder will be required to make their own arrangement for the stay of their personnel at their own cost.
4. The Successful Bidder shall be solely responsible for all and any liability which may arise in respect of its staffs due to any legislation whatsoever and the same shall be exclusively borne by the Successful Bidder and GVK EMRI shall not be responsible for payment of compensation or other payment that is required to be made by the successful bidder to its staff.
5. The successful bidder shall be responsible for all/any Central Government/State Government taxes. He has to produce evidence that he has cleared all/any Governments dues. In case, the successful bidder fail to produce necessary documentary evidence regarding payment of Government dues the amount shall be deduced at source from the bill.
6. In case GVK EMRI objects in writing to deployment of any individual at its premises the successful bidder shall forthwith replace him. The procedure of deployment as stated, in the foregoing clauses will also be made applicable in case of such replaced personnel. Prior approval of Concerned Officer of GVK EMRI has to be obtained while employing/terminating duties of any staff personals by the successful bidder.
7. In case of any incident pertaining to the period for which service of successful bidder where engaged and whenever. The successful bidder or their staff is called as witnesses in any proceedings, the Successful Bidder shall arrange to attend the court or the office at which the proceedings are being held and otherwise render all assistances to the Unit in respect of such incidents

8. The Successful Bidder has to strictly follow safety norms.
9. The services provider shall be responsible for any misbehavior of their own staffs and shall be terminated from the duty immediately.
10. All staffs should know to write & read; smart enough to manage his/her job with responsibility. A driver should have valid license and needs to carry all the vehicle documents like vehicle registration copy, insurance, pollution, etc.
11. The successful bidder shall ensure that all staffs provided by it, while on duty will maintain perfect discipline and behavior and shall neither cause any damage to the property of the GVK EMRI in Liquidation and the said premises nor commit or permit any pilferage thereof.
12. The GVK EMRI shall not be liable for any damages, compensation or loss in respect of or in consequence of any accidents or injury to any staff personnel or other persons in the employed by the successful bidder.
13. The Successful Bidder shall at all times indemnify the GVK EMRI against all damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the successful bidder or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof. The GVK EMRI shall be entitled to deduct any amount due from the successful bidder, from all the money paid or payable by way of compensation as above.
14. Running kilometers to be calculated from GVK EMRI to request booking locations & back dropping.
15. **If the vendor fails to operate any scheduled trip due to various reasons whatever it is, Organization has the right to arrange for alternate transport and the amount incurred will be deduction from the vendor's payment.**
16. A driver should have valid license and needs to carry all the vehicle documents like vehicle registration copy, insurance, pollution, permission, etc. so that there should not be any hurdles in between travelling.
17. Instructions needs to be given to Driver to take signature from employee/guest on provided logs sheets by vendor with mentioning exact Kilometers and timings.

18. REMOVAL OF THE SUCCESSFULL BIDDER FROM THE CONTRACT :

The Concerned Officer of GVK EMRI may recommend the removal of the Successful Bidder from the service, where:

- a) Such Successful Bidder was found to be involved in any corrupt practice in conducting its business;
 - b) Any Staffs employed by it are frequently found to be involved in the commission of thefts or pilferages of the property of the GVK EMRI
 - c) In the opinion of the Concerned Officer of GVK EMRI it would not be safe to engage such Successful Bidder.
 - d) Successful Bidder has been declared insolvent or bankrupt.
 - e) It is found that the declaration(s) made by the Successful Bidder at the time of submitting Offer was not correct.
 - f) It is found that the Successful Bidder is no longer in a position to provide the services for which it was hired.
 - g) During the period of the Contract the GVK EMRI shall have the right to terminate this agreement by giving 30 days notice in writing to the Successful Bidder and the Successful Bidder shall not be entitled to any compensation whatsoever arising out of the termination. The decision of the GVK EMRI shall be final and binding on the Successful Bidder.
 - h) In the event of unsatisfactory service despite being formally warned, the GVK EMRI reserves the right to terminate the contract at any time with one day notice. In this case GVK EMRI will pay the dues as on that date less recoveries as applicable.
 - i) The concerned Officer of GVK EMRI shall, in the event of breach of any of the terms and conditions of this tender or if the services provided by the GVK EMRI is generally considered to be unsatisfactory by the concerned Officer of GVK EMRI or for any other reason considered by concerned Officer of GVK EMRI sufficient to terminate this agreement, may terminate the agreement by giving one month's notice in writing.
19. On the expiry of the term of contract or its early termination, as the case may be, the Successful Bidder and the Staffs deployed by it shall vacate the said premises without in any way causing or damaging the said premises and the property lying therein.
20. All levies, duties, outgoings including any penalties that may be levied by any competent / appropriate authorities or in relation to or arising out contract, shall be borne by the Successful Bidder and the GVK EMRI shall not be called upon to pay any of them. In the event the GVK EMRI is so called upon to pay any monies, the Successful Bidder shall reimburse the same to the GVK EMRI and/or the GVK EMRI may deduct the same from any dues/outstanding payable to the Successful Bidder, whether in present or in future.
21. In case of any difference or disputes arising hereunder whether during the period of

Contract or afterwards the matter will be referred to a committee appointed by the [Regional](#) Chief Operating Officer, Andhra Pradesh GVK EMRI & subject to Hyderabad Jurisdiction. The proceeding shall be held at Hyderabad.

22. **Contract period**:. The contract will be for a period of 12 months which may be further extendable up to one year subject to performance/service is found satisfactory.

23. **Payment terms**:

- a. Payments will be made within 30 days of the submission of monthly bills.
- b. No payment shall be made in advance.
- c. All payments shall be made by the cheque/on line (details to be provided by the vendor).
- d. Institute shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in preceding Para.

24. **Penalty**: In case of breach of any conditions of the contract as losses caused including excess cost due to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, the Institute shall make deductions at double the rate of hiring rate on prorata from the pending / up coming bills of the contractor.

25. **Penalty for delay or breakdown**:

First 3 occasions up to 15 minutes nil. Subsequent to the above Rs: 100/-per 30 min or Part thereof, Delay time to be calculated as per the entry made in the security register at the GVKEMRI entry gate. More than one breakdown per vehicle per month will entail penalty of Rs 250/= per each occasion. Any vehicle reporting a breakdown more than 3 times in a month has to be replaced. Cumulative annual number of breakdowns for any vehicle should not exceed 6 per annum in an event of which the vehicle has to be replaced.

Annexure-1 A

Format for quoting prices- Required on Monthly Basis

| S.No | Particulars | Minimum Hours | Kms per month | Rent per month (Rs) | Extra per Km (Rs) |
|------|--------------------------------|---------------|---------------|---------------------|-------------------|
| 1 | Tata Sumo Non A/C (Each) | 12 hrs | 3000 | | |
| 2 | Tempo Traveller Non A/C (Each) | 12 hrs | 3000 | | |

- **Note: Pickup point to dropping point should be considered for calculating Kilometers and No. Of Hours.**
- **We required 4nos of cab (2nos of Tata Sumo Non A/C & 2nos of Tempo Traveller Non A/c) for call centre usage in day to day basis,**
- **The above mentioned cabs should be increased or decreased as per GVK EMRI requirements**
- **Exclusive car to be provided for the above requirement.**
- **The above rates are including of all taxes,**
- **Present tax rate is _____**

**Signature of the bidder with Designation &
Office Seal**

Date:

Annexure-1B

Format for quoting prices (Required on call basis)

| Tariff for car rental service in Tamil Nadu | | | | | | | |
|---|---------|--------|---------|--------|--------|--------|----------------|
| | INDICA | INDICA | QUALIS | QUALIS | INDIGO | INNOVA | TOYOTA COROLLA |
| LOCAL | NON A/C | A/C | NON A/C | A/C | A/C | A/C | A/C |
| 4 Hrs & 40 Kms | | | | | | | |
| 5 Hrs & 50 Kms | | | | | | | |
| 6 Hrs & 60 Kms | | | | | | | |
| 8 Hrs & 80 Kms | | | | | | | |
| 10 Hrs & 100 Kms | | | | | | | |
| 12 Hrs & 120 Kms | | | | | | | |
| Extra per KM | | | | | | | |
| Extra Hour | | | | | | | |
| Out Station | | | | | | | |
| Per Running KM | | | | | | | |
| Drive Allowance (per day or 250 Kms) | | | | | | | |

Note: 1. Above prices are inclusive of Driver bhatta and all other charges for local trips. No extra will be paid other then quoted.

1. Kms will be calculated from pickup point to dropping point.
2. All Toll taxes, permits, parking if any would be charged as per actual.
3. From the time of call log for the above mentioned cab requirement, the cab should be report at pickup point within 30mins.
4. The above rates are including of all taxes,
5. Present tax rate is _____

Note: billing to be done whichever is less of 8 Hours 80 KMS and 4 hours 40 KMS billing pattern.

Signature of the bidder with Designation &

Office Seal

Date:

Annexure-2

Declaration Certificate

Date:

To

Head – Supply Chain Management

GVKEMRI, Triplicane

Chennai.

Subject: Tender No: **GVKEMRI/TN/01/SCM/2017-18 / 04- Cabs** **Dated: 07.09.2017**

Dear Sir,

We here by certify and declare that we have read and understood all the terms and conditions of the subject tender and all the terms and conditions are acceptable to us.

We further confirm that we accept to provide all the services quoted by us as per specifications of GVKEMRI and there are not deviations from the specifications asked for by GVKEMRI.

Thanking you,

Yours Sincerely,

(Authorized Signatory)

Name and Designation with company seal

Annexure-3

Performance Bank Guarantee

To:

GVK Emergency Management and Research Institute
DMS Campus, Anna Salai, Teynampet,
Chennai – 600 006.

WHEREAS..... hereinafter called “Service provider” has undertaken, in pursuance of Contract datedto render services for providing Cab services for GVK Emergency Management and Research Institute hereinafter called “the Contract”.

AND WHEREAS

It has been stipulated by you in the said Contract that the service provider shall furnish you with a Bank Guarantee from a bank for the sum specified therein as security for compliance with the service provider’s performance obligations in accordance with the Contract.

AND WHEREAS

We have agreed to give the service provider a Guarantee:

WE, THEREFORE, hereby affirm that we are Guarantors and responsible to you, on behalf of the service provider, up to a total of Rsand we undertake to pay you, upon your first written demand declaring the service provider to be in default under the Contract and without cavil or arguments, any sum or sums within the limit of Rsas aforesaid, without your needing to prove or to show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until the..... day of2017

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs..... in the aggregate and it will remain in force till the day of2017. Unless a claim or demand in writing is made against us under this guarantee before day of2017, all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liability here under, irrespective of whether the original guarantee together with all extensions if any, returned to us or not.

Signature and Seal of Guarantors:

Date