

**आईटीआई लिमिटेड**

(भारत सरकार का उपक्रम)

एमएसपी-उत्तर प्रदेश:

विभूति खंड, गोमती नगर, लखनऊ

दूरभाष : 0522-2720301, 2720305

ईमेल : itiro_lko@rediffmail.com

ITI LIMITED

(A Govt. of India Undertaking)

MSP-UP:

Vibhuti Khand, Gomti Nagar, Lucknow

Phone : 0522-2720301, 2720305

email : itiro_lko@rediffmail.com

CIN No : L32202KA195GOI000640

Reference / सन्दर्भ : LKO/Tender/Taxi/21-22/01

Dated / दिनांक : 08th Sep, 2021**SUBJECT : TENDER FOR HIRING OF TAXI SERVICES ON MONTHLY BASIS FOR ITI LIMITED, LUCKNOW**

ITI Limited (A Govt. of India Undertaking), MSP-UP, Lucknow invites tenders for Hiring of Taxi Services from experienced and eligible Lucknow based agencies as per the enclosed terms and conditions at Annexure-A.

The estimated value of the Contract is Rs 4 lakh (Rupees four Lakh only) per Annum.

The bidders who wish to submit their bids in downloaded version will have to submit the same along with the RTGS / DD /Pay order of Rs.500/- (non-refundable) in favour of ITI Limited Lucknow as tender document fee.

It may please be noted that the Bid Validity Period shall be 90 days from the date of bid submission. The tender document can be downloaded from the websites mentioned below:

<http://itiltld.in> OR <https://eprocure.gov.in>

For any corrigendum (if any) please refer the above websites.

Alternatively the bidders can purchase the Tender Document from the Officer whose details are being appended below:

Sl No	Address of the Designated office	ITI Limited, Lucknow (As given above)
1	Contact Persons for the Purchase of EoI Document.	Shri R.Chatterjee , Assistant Manager (P) Shri. S.C.Mishra, Assistant Engineer-(P)
2	Telephonic Contact Numbers	0522-2720301, 2720305
3	Cost of the Tender document (RTGS / DD/Pay Order)	Rs.500/- (Rupees Five Hundred Only) The Bank Details of ITI Limited for DD RTGS/Net Banking is as below: Beneficiary Name: ITI Limited Beneficiary Account Number: 3926008702000067 Beneficiary Bank IFSC Code: PUNB0619300 Beneficiary Bank Name: Punjab National Bank Beneficiary Bank Address: Vibhuti Khand, Gomti Nagar, Lucknow-226010, UP, India
4	Earnest Money Deposit	Bid Security Declaration for Rs. 8000/- (Rupees Eight Thousand only) as per enclosed format (Annexure-D)
5	Due Date for the Sale/Submission of Tender	27th September, 2021
6	Due Time for sale of Tender Document	upto 13: 00 Hrs on Due Date
7	Due Time for submission of Tender.	upto 13: 30 Hrs on Due Date
8	Opening Time of EOI/ Proposal	16: 00 Hrs on Due Date

पंजीकृत एवं निगमित कार्यालय : आईटीआई भवन, दूरवाणी नगर, बेंगलूर 560016, भारत, दूरभाष :+918025614466, फैक्स : +918025617525

Registered & Corporate Office : ITI Bhavan, Doorvani Nagar, Bangalore 560016, India, Phone : +918025614466, Fax : +918025617525

<http://www.itiltld.in>

Page | 1/13

हिंदी भाषा अपनी भाषा

**आईटीआई लिमिटेड**

(भारत सरकार का उपक्रम)

एमएसपी-उत्तर प्रदेश:

त्रिभुति खंड, गोमती नगर, लखनऊ

दूरभाष : 0522-2720301, 2720305

ईमेल : itiro_lko@rediffmail.com

ITI LIMITED

(A Govt. of India Undertaking)

MSP-UP:

Vibhuti Khand, Gomti Nagar, Lucknow

Phone : 0522-2720301, 2720305

email : itiro_lko@rediffmail.com

CIN No : L32202KA195GOI000640

Eligibility of the Bidders:

SI No	Eligibility Conditions
a)	The bidder should have a minimum average annual turnover (for last 3 years) of Rs.1.2 lakhs (Rupees One Lakh Twenty Thousand only) in the business of Taxi Operations.
b)	The bidder should have provided taxi services to Govt./ Public Sector Undertaking in last 03 years and should have financial strength to support the operations /services.
c)	Tender must be accompanied with Bid Security Declaration for Rs. 8000/- (Rupees Eight Thousand only) as per enclosed format (Annexure-D)
d)	Other Criteria as Specified under Technical Qualifications at Annexure -A.

It should be noted that the Bid submitted without tender document fee & Bid Security Declaration will not be accepted.

In order to get the clarity of the scope of work / Terms-Conditions, the bidders are requested to go through the Tender Document carefully. A clear understanding of the requirement is rather essential for arriving at commercial assessment by the prospective bidders.

In case of any clarification, please contact **Sri Rakesh Srivastva, Chief Manager- Purchase at Mob. No. 8840262344 and email: rsrivastava_rbl@itilttd.co.in**

For ITI LIMITED

(Anupam Pandey)

General Manager**Corporate Marketing & MSP-NZ II**

NOTE: The dates for publishing of tender, submission & opening of tender will be change according to approval of draft of tender documents.

पंजीकृत एवं निगमित कार्यालय : आईटीआई भवन, दूरवाणी नगर, बैंगलूर 560016, भारत, दूरभाष :+918025614466, फैक्स : +918025617525

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Page | 2/13

हिंदी भाषा अपनी भाषा

Annexure-A

Essential Documents (required) to be submitted along with the bid establishing the eligibility of the Technical Qualification:

The bidder to be eligible for technical qualification MUST satisfy the following conditions / qualification criteria:

1. Bid covering Letter on the Letter-Head of the Bidder Company /Firm/Agency indicating Name and Address of the Operator (With Contact Telephone Numbers and email ID).
2. Name and Address of the proprietor of the Vehicle (With Contact No. and Address).
3. Document showing proof of ownership in case of own vehicles or in case of lease/hold vehicles a power of Attorney/Affidavit, authorizing the bidders to use the vehicles for hiring on stamp paper (duly notarized).
4. Bid Security Declaration for Rs. 8000/- (Rupees Eight Thousand only) as per enclosed format (Annexure-D).
5. Tender-Documents Fee in the form of RTGS / DD /Pay order of Rs.500/- (non-refundable) in favour of ITI Limited Lucknow.
The Bank Details of ITI Limited for DD RTGS/Net Banking is as below:
Beneficiary Name: ITI Limited
Beneficiary Account Number: 3926008702000067
Beneficiary Bank IFSC Code: PUNB0619300
Beneficiary Bank Name: Punjab National Bank
Beneficiary Bank Address: Vibhuti Khand, Gomti Nagar,
Lucknow-226010, UP, India
6. Details of cars/taxi registered to operate as taxis registered after 01.01.2019 with registration numbers and year of manufacture. The vehicle(s) must have pucca Vehicle Registration under Commercial-Taxi category. The year of manufacturing of vehicle should be 2019 or later.
7. Copy of Valid RC (Registration Certificate) of the vehicle(s).
8. Copy of the valid Insurance policy of the vehicle(s)
9. List of reputed clients (With full address and telephone Numbers).
10. The bidder shall furnish the particulars of the past performance with supporting documents (Experience Certificate).
11. Declaration of Non-Black listing.
12. Self-certified Turnover Certificate of the Agency/Operator/Bidder for last three years-Average annual turnover minimum Rs.1.2 lakhs.
13. Valid GST Registration Certificate.
14. Income TAX return (ITR) for past three years and it should not be in negative
15. Copy of valid PAN card.
16. Terms and conditions of the tender, duly accepted by the bidder.
17. Compliance Document for current Pollution norms applicable for Lucknow / UP.

In case, the bidders do not submit any of the above mentioned papers/information along with tender, his bid will be rejected and bid will not be considered for further evaluation.

It is reiterated that any bid not fulfilling any of the essential requirements mentioned in this tender document would be classified as “Technically Non- Qualified/Non-Responsive” and Financial bids of such bidders will not be opened. (However, sealed financial bids of such bidders shall be kept by ITI for records without opening and will not be returned to the bidders). *No relaxation would be given to any bidder on any of these conditions.*

The bidders may take note of the following:

Methodology of Filling of Bid Documents:

All the pages of the tender document and Credentials/certificates shall be duly signed by the bidder.

Rates should be quoted as per the „Schedule of Rates“ at **Annexure-B** and should be enclosed with Financial Bid. The format of Financial Bid Form should not be changed in any manner. Addition/ deletion/ alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.

Bids not received in the prescribed format (s) along with the essential documents establishing the pre-qualification of the bidder shall not be entertained and rejected summarily. It is reiterated that the failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect would result in rejection of the Bid.

Methodology of Packing and Sealing of Bid Documents

Tender must be submitted in two covers;

Envelope1- Super scribing “Technical Bid for Taxi-Services” Envelope2- Super scribing “Financial Bid for Taxi-Services”

Envelope3- Both the envelopes 1 and 2 are in turn to be put in another i.e Third envelope and this envelope should be superscripted prominently as “TENDER FOR HIRING OF TAXI-SERVICES” Tender Number Dated: “ ”.

All the three envelopes 1, 2 & 3 are to be duly sealed. Seal means wax sealed or sealed with Transparent tape/Adhesive tape affixing with Company’s Stamp and the document should not be sealed merely with gum or stapler pin.

No indication of the Prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected. Incomplete Tender or Tender in which both technical Bid and Financial Bid are found in the same envelope is liable to be rejected.

Methodology of Submission of Bid Documents:

The Bid/Offer//Tender in sealed condition should be dropped in the locked sealed Tender Box kept at General Manager-CM& MSP-NZ II Secretariat area on the first Floor of ITI Bhawan address as under-

General Manager

ITI Limited, MSP-UP

ITI Bhavan, TC-18V, Vibhuti Khand

Gomti Nagar, Lucknow- 226 010, India

Phone: (0522) 272-0301, 0302, 0305

The tender should be dropped/submitted latest by the specified time on the due date. Late/delayed offers shall not be opened /entertained under any circumstances. Fax / e-mail / Letter Heads quotations shall not be accepted and shall be ignored / summarily rejected.

Methodology of Opening of the Bids

Tender box will be opened at the notified Hours sharp on the due date by the duly authorized officers /team of officers of ITI Limited in the presence of all such bidders who wish to be present. Offers received by due time and date will be opened (for the Technical Bids only) in Conference Hall, of ITI Lucknow on due date itself.

Technical Bid and Financial Bid shall be opened separately. Tender will be opened in the presence of Bidders present on the due date and time .Technical Part of the Bids received will be opened on that day and the sealed Financial Bids will be kept in the custody of the designated officer. The Time, Date and Venue of the opening of FINANCIAL BIDS will be intimated only to those Bidders, whose Technical Bid is found responsive after evaluation of details and documents furnished in Technical Bids.

No correspondence in this regard will be entertained.

Authorized representatives of the bidding parties may witness the **Financial-Bid opening** on the notified date, if they so wish.

Methodology of Evaluation of the Bids:

The tenders received without tender fee and Bid Security Declaration for Rs. 8000/- (Rupees Eight Thousand only) as per enclosed format **(Annexure-D)** would be summarily rejected. Submission of any wrong information or incorrect / false declaration in this tender /Technical Bid / Financial Bid etc. will lead to rejection of the tender.

The technical bids would be evaluated by a duly constituted Committee of ITI Limited, whose decision would be generally taken as final, unless the aggrieved party establishes any Prima facie errors in the findings of the Committee. In such a situation, he may file a representation within 3 working days of receipt of decision from ITI Limited, duly listing the reasons / grounds. Such a representation would be considered at Senior Management Level of the Tendering Authority, whose decision would be final and binding on all the bidders.

The bids of the qualified bidders will be evaluated on the basis of the financial quote submitted by the taxi operators (ANNEXURE-B).

The Financial bid evaluation as per ANNEXURE-B mentioned below-

Evaluation (E) = 85% of A+10% of B+5% of C

$E=0.85xA+0.10xB+0.05xC$

The minimum value of E will be considered as L-1 Bidder.

ITI reserves the right to reject any or all bids without assigning any reasons thereof. ***It shall not be obligatory for ITI to award the work only to the lowest bidder.***

Annexure-A (Continued)

ITI Limited intends to hire a Taxi (Car) for carrying out official work at its MSP-UP Office located in Vibhuti Khand of Gomti Nagar area on the following terms:

01. General Terms and Conditions:

The Agreement means the Contract between ITI Limited Lucknow and Taxi Operator/Agency.

The daily rates shall remain applicable for operation of the taxi services on call basis for all days including Sundays and holidays as per requirement.

The quoted monthly rates shall remain applicable for operation of the taxi services on all days..

“Hour” means an hour of 60 minutes. For the purpose of charges, fraction of an hour upto 30 minutes will not be taken into account and more than 30 minutes will be reckoned as full one hour in a day. “DAY” means a calendar day starting from 0000 to 2400 hours.

02. Scope of Work:

Car (s) to be hired would be of “4 Door 2 Box Non Sedan type AC” Preferably Tata indigo Swift/Desire /Etios/Maruti- WagonR. The vehicle(s) must not be older than 01.01.2019. The vehicle(s) must have pucca Vehicle Registration under Commercial-Taxi category.

Essential features of the Vehicle to be used as Taxi

The passenger car(s) to be offered for taxi service for the exclusive use of ITI Ltd shall have the following essential features:

- a. Central locking system.
- b. Speedometer in proper working condition.
- c. Good quality fabric seat upholstery.
- d. Working Head lamps and Rear Indicators.
- e. Manufacturing company fitted air conditioning system .
- f. Any other items as governed by the prevailing statutory requirements shall be fitted in the car.
- g. Company fitted CNG in case CNG drives taxi is provided.

The condition of the vehicle(s) is very important for the hiring. The subject Vehicle(s) will be inspected before the commencement of the agreement.

Hiring of vehicle will be on daily /monthly basis for a minimum of 1500 Kms per month and 10 Hrs per day of utilization within Lucknow/Surrounding Area. Normally the vehicle will be used for 10 hours per day but in emergency or based on requirement vehicle can be used beyond 10 hours.

The hired vehicle will be utilized for our officials within Lucknow and also for outstation areas within UP as and when required.

The distance from the garage (of the agency/operator) to ITI"s premises would be considered as 6 Kms per day for the mileage calculations meant for payment.

It must be noted that the entire maintenance and operation costs like repairs, fuel charges, etc. will be borne by the operator only.

03. Period of Contract:

The successful bidder shall be required to enter into a formal contract initially for a period of one year. ITI, however, reserve the right to extend the contract for a further period of one year or part.

thereof on the same terms & conditions and rates.

04. Payment Terms:

For cars being hired on daily and call basis, the hire charges shall be paid as per terms and conditions after receipt of bills in duplicate along with verification by the user on duty slip. The bills are to be submitted on monthly basis.

In case of hiring of cars on monthly basis, the bills will have to be submitted with log book and duty slips duly signed by our authorized user.

All payments shall be made to the agency/operator through a **RTGS** within 10 days after Submission of bill on completion of the calendar month.

05. Deposition of Earnest Money / Security Deposit / Performance Guarantee :

The bidder will have to deposit Bid Security Declaration for Rs. 8000/- (Rupees Eight Thousand only) as per enclosed format (Annexure-D)

Security deposit (**3% of the total order value**) will be deposited by successful bidder till completion of the contract. In case travel agency is unable to provide services as per the terms-conditions of the contract, the security deposit shall be forfeited along with the payment of non-performing period.

*The Bids/Tenders received without the **Bid Security Declaration** shall be summarily rejected.*

06. Penalty:

In case a breakdown of any car or in case a taxi is not acceptable to ITI's Officer, the contractor/agency will immediately replace the same by another taxi acceptable to ITI. Failure to replace the taxi will entitle ITI to impose penalty not exceeding the daily hiring charge and no payment will be made to the contractor for the car which is under breakdown or tourist car which was not accepted by ITI.

In case if any or all taxi (es) on hire fails to report for duty, ITI reserve the right to deduct amount not exceeding double the daily hiring charges from the bill payable to the operator/agency.

In case the engaged agency is unable to provide vehicle to ITI in time, the same will be arranged from outside agency and the charges (as per actuals) will be deducted from the payment of the agency.

07. General Requirements for Drivers:

The taxi shall be driven by a **well behaved driver/s** with a valid driving license and sufficient experience. Knowledge of Hindi is a must. Workable knowledge of English is desirable. If ITI is not satisfied with the conduct of the driver, the operator/agency will have to replace the driver forthwith as per the advice of the concerned ITI's Officer.

Knowledge of the major routes of City of Lucknow and surrounding area is an essential requirement. The driver must possess concept of Punctuality and day to day Maintenance of Log-Book and Duty Slips

ITI shall not be liable for any act of omission/negligence or misconduct on the part of the driver of the hired vehicle and the entire liability and the responsibility if comes in to existence due to such omission/negligence or misconduct shall be to the operator's account.

The taxi driver must have a working mobile phone and in full uniform during the working hour. This is a mandatory requirement.

Taxi No., Name of the **chauffeur** and his mobile number would be displayed / pasted prominently in the taxi at all times (generally on the back of front seat) for the convenience and use of officers using such Taxi(s).

08. Legal Obligations on Part of Operator/Agency:

The operator will have full and exclusive liability for payment of Government Taxes, Comprehensive insurance, registration, pollution, license, and any other type of payment demanded by Govt. as taxi owner/operator, which may be in force and may come in force during the period of the contract.

The operator shall at all times indemnify and keep indemnified ITI and its officers, guests etc. against all third party claims, whatsoever, including but not limited to property losses/damages, personal accident, injury or death of persons of any sub-contractor and/or agents of the contractor and/or of ITI, damage to property of ITI arising out of the use of hired vehicle.

The contractor shall at his own cost and initiative at all times till the successful completion of the contract period, indemnify ITI of all insurable liabilities, under Indian Motor Vehicle Act, Workmen's compensation Act, etc and other such acts.

The Operator/Agency shall have to pay minimum wages as prescribed by the State government from time to time to all his operating crew. The operator shall be responsible for fulfilling the requirements of all the statutory Provisions of contract labour (Regulation and Abolition) Act, Minimum wages Act, Payment of wages Act, Factories Act, Bonus Act, terms relating to Employee P.F. Act, Gratuity Act, Industrial Dispute Act; and all other labour and industrial enactments at his cost and risk for all his staff.

The operator shall be the principal employer for all purposes for his staff/drivers etc. If due to any reason or reasons whatsoever, ITI is made liable to make any payments, the amount so paid shall be payable by the operator to ITI or all such payments shall be recovered by ITI from the dues payable to the operator. Insurance /compensation of any loss/ damage of any official of ITI to availing in the taxi will be the sole liability of the Operator/Owner of taxi.

09. Rate Escalation:

No fuel price escalation will be given during the period **of the contract.**

10. Parking and Toll-charges:

The parking charges at the Railway Station, Airports, etc. Toll charges for the cars utilized by ITI official, would be admissible subject to production of such parking slips/toll receipt in original duly signed by the user.

These slips should be submitted along with the Bills and duty slips, for hire of taxi. The duty slip should clearly mention the parking charges, which are being claimed from ITI.

11. Settlement of Disputes:

In the event of any dispute between the parties, General Manager-CM& MSP-NZ II, Lucknow, ITI Limited will be the final fact finding authority and his decisions shall be final and binding on the operator/agency.

The contract shall in all respect be constituted and operated in terms of the Indian Contract Act and in accordance with the Indian Law in force from time to time and subject to the jurisdiction

of Lucknow courts only.

12. Termination of Contract:

In case of breach of all or any of the terms and conditions of the contract, without prejudice to any other right in law and order under the contract, the contract may be terminated on one month's notice. On such termination, the security amount deposit will be forfeited and ITI shall be free to hire taxis from other sources.

In case any party (ITI or agency) wants to terminate the contract, the same can be done by either party by serving one month written notice.

Only those operators/bidders/agencies that are willing and are in a position to comply with these terms and conditions need to submit the tenders. These terms and conditions would also become part of the Agreement to be signed by the successful bidders

Price-Schedule of 'Financial Bid' for providing Taxi Services in Lucknow Area.

ANNEXUTRE-B

Sr. No.	Description of Services	Quantity	Rate (Rs)	Amount (Rs)	Remarks
1.	Consolidated Monthly Charges for providing AC '4 Door 2 Box Non Sedan type' Car as Taxi (Preferably Tata indigo Swift/Desire /Etios/ Maruti- WagonR) for 10 Hrs per day for 1500 Kms per month.	One Lot	Per Month		The Fixed Minimum Charges will be paid every month by ITI Limited.
2.	Charges for Duty on account of Extra Kilometers (beyond 1500 KMs) in a month for the car as mentioned in Sl.1. (Within Lucknow or Surrounding Area) .	500* Kms	Per Km		Indicative Prices for calculation of Extra Kilometers
3.	Charges for Extra Duty Hours (beyond 10 Hours) in a typical month for the car as mentioned in Sl.1 (Within Lucknow or Surrounding Area)	5* Hrs	Per Hour		Indicative Prices for calculation of Extra Duty Hours
4.	Charges towards Night Duty (after 22:00 Hrs & Before 06:00 Hrs.) in a typical month.	04* Nights	Per Night		These charges will be applicable for all Night duty performed (Within Lucknow or Outstation area)
Total A*(from Item No.1 to Item No. 4 in Rupees) =					
5.	Charges for providing AC Sedan type' Car as Taxi Preferably Toyota-Innova/ Ertiga /Crysta/Verna on specific requirement.	1No.	4 Hrs/40Kms		These charges will be applicable for AC Car (Within Lucknow or Surrounding Area).
			*8 Hrs/80Kms		
			12Hrs/120 Kms		
6.	Charges for Extra Kilometers /Extra Hrs. for Item No. 4	20* Kms	Per Km		These charges will be applicable for AC Car Sl.1.(Within Lucknow or Surrounding Area).
		Hrs.	Per Hrs		
Total B (from Item No.5 & 6 in Rupees) =					
7.	Charges for providing AC Sedan type' Car as Taxi Preferably Toyota-Innova/ Ertiga/Crysta/Verna on specific requirement.	200* Kms	Per Km		These charges will be applicable for AC Car Outstation area.
Total C (from Item No. 7 in Rupees) =					
TOTAL CHARGES in Rupees E (A+B+C)(in Figures) =					
TOTAL CHARGES in Rupees E (A+B+C) (in Words) =					

Note:

1. The bids of the qualified bidders will be evaluated on the basis of the financial quote submitted by the taxi operators (ANNEXURE-B).
The Financial bid evaluation as per ANNEXURE-B mentioned below-
Evaluation (E) = 85% of A+10% of B+5% of C
 $E=0.85xA+0.10xB+0.05xC$
The minimum value of E will be considered as L-1 Bidder.
2. *Indicative Quantity for calculation only
3. The Bidder has to quote the Financial Figures strictly as per the above format. Any imposition of additional Terms-conditions will result in to the rejection of the Bid.
4. Submission of Bid/Tender will be considered as a confirmation from the bidder that the Terms-Conditions stipulated in the Tender have been fully understood and agreed.
5. Offers should not be quoted with any vague or indefinite expressions or bidder should not try to qualify their bids in any manner not specified in the tender and all such offers would be treated as vague offers and rejected accordingly.
6. Taxes as applicable should be indicated separately.
