



National Productivity Council  
5-6, Industrial Area, Lodhi Road  
New Delhi- 110003

**Tender Notice**

Dated:- 14.03.2024

**INVITING QUOTATIONS FROM AGENCIES FOR EMPANELMENT IN NPC FOR  
PROVIDING TAXI/ CAB HIRING SERVICE FOR OUTSTATION TRAVELLING AS AND  
WHEN REQUIRED.**

National Productivity Council, 5-6, Industrial Area, Lodhi Road, New Delhi-110003 invites sealed tender from bidders for empanelment in NPC for providing taxi/ cab hiring service for Outstation Travelling as and when required.

The detailed tender document can be downloaded from NPC Website from <https://www.npcindia.gov.in/NPC/User/Notification Tender>.

The tender document in sealed envelope must be received up to 21.03.2024 (upto 04:00 PM). Each copy of the tender document must be duly signed. No Tender will be accepted after 4:00 PM of 21.03.2024.

**Important Dates :**

The following table provides information regarding the important dates of the Bid process for this Bid :

**CRITICAL DATE SHEET**

Bid Document Download Start Date	14.03.2024
Bid Submission End Date	21.03.2024 (upto 04:00 PM).
Date of opening of Technical Bid	22.03.2024

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## **CHAPTER 1: INVITATION TO BIDDERS & INSTRUCTION TO BIDDERS/BRIEF DETAILS OF BIDS**

1. Bidders are advised to study the Bid document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications.
2. Not more than one tender shall be submitted by one bidder/ bidders. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
3. Tender form downloaded from the NPC website [www.npcindia.gov.in](http://www.npcindia.gov.in) or Central Public Procurement Portal (CPPP) website shall not tamper/modify the tender form. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tendered is liable to be banned from doing business with NPC.
4. The Bid documents along with EMD, copies of certificates, must be delivered to the following address on or before 4:00 pm of 21.03.2024:  
**Amitava Ray**  
**Group Head, Admin**  
**National Productivity Council**  
**5-6, Industrial Area, Lodhi Road**  
**New Delhi- 110003**
5. All Bids must be accompanied by an EMD (Earnest Money Deposit) / Bid Security of amount of Rs. 5,000/- (Rupees Five thousands only), in the form of Bank Guarantee/Demand Draft in favour of National Productivity Council. The bid security will be refunded to the unsuccessful bidders without any interest.

## **CHAPTER 2: MAJOR TERMS AND CONDITIONS:**

1. The bidder should have its Office in Delhi or NCR
2. The vendor/ Bidder/ Agency can apply the bid for Outstation travelling

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3. The contract shall be valid for a period of one year from the date of acceptance of the contract. The NPC reserves the right to curtail the validity of contract. The validity of contract may be extended by another 02 years on the same rates and terms and conditions on mutual consent.
4. All registered agencies who are providing similar kind of services for last three consecutive years and having annual average turnover of Rs. 10,00,000/- during the last three financial years in the books of accounts may submit the bids in the prescribed format.
5. The bidder should have 3 years experience of similar work in any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or . Bodies/Municipalities/MNCs etc.
6. The contractor shall deposit Bid Security (EMD) of Rs. 5,000/- in the form of Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in favour of National Productivity Council payable at New Delhi along with the bid.
7. The Bid Security will be forfeited in the following conditions:- (a) If at any stage, any of the information/declaration given by the bidder is found false. (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender. (c) In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender. (d) In case of final selection of bidder, if he fails to enter into the contract in accordance with the terms and conditions of the tender.
8. The firm whose tender is accepted shall deposit Performance Security for an amount of Rs. 10,000/- in any of the following forms within 07 days from the date of issue of work order by the NPC. Performance Security may be furnished in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in favour of National Productivity Council payable at New Delhi. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed only after furnishing the Performance Security. In case of breach of contract by the contractor, the

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Performance Security shall be forfeited by the NPC and the firm shall be blacklisted in addition to the termination of the contract. The EMD of Rs.5,000/- will be returned without interest after receipt of Performance Security.

9. The technically qualified bidder with lowest Financial bid (L1) will be awarded the work.
10. The Contractor will have to provide the replacement of Driver in case of any eventuality. The NPC has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
11. The vehicles should be in good running conditions. The vehicles provided should not be older than three years.
12. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which NPC has the right to hire vehicle from any other sources at the expense of the contractor.
13. The contractor shall provide names, addresses and mobile numbers of the drivers along with their driving license number and copies within one week of the award of the contract.
14. The contractor shall not deploy any driver who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the NPC.
15. The NPC will be under no legal obligation to provide employment to any of the personnel of the contractor during the period of agreement and after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.

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16. The contractor shall indemnify the NPC against all other damages/charges for which the NPC may be held liable or pay on account of the negligence of the contractor or his staff 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 claims and demand thereof. The NPC shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
17. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
18. Vehicles provided to the Department should bear commercial Taxi Cab Registration Numbers & should have been essentially registered in Delhi and also should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving License and Badges. The copy of the registration certificate of Commercial vehicle will be provided by the Contractor before deployment of vehicles.
19. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi.
20. The contractor shall provide vehicles as per requirement of the Department including public holidays, Saturdays and Sundays.
21. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
22. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than three years old.
23. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.

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24. The mileage as well as time shall be calculated from the initial pick up point of the day. The closing time and mileage shall be the last destination where the official journey ends for the day.
25. No advance payment will be made.
26. Duty Slips/Movement Slips will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/verified by the concerned officer.
27. The bills in duplicate should be made date-wise by the contractor and should be submitted to the NPC on monthly basis.
28. The contractor while raising the bill should clearly mention that the rate charged/quoted are for petrol or diesel or CNG run vehicle.
29. The prospective bidder shall submit the following documents along with their Technical bids:- (a) Self attested copy of PAN card under Income Tax Act; (b) Self attested copy of Service Tax Registration Number; (c) Self attested copy of Valid Registration No. of the Agency/Firm; (d) Proof of average annual turnover of last three financial years as stated in clause 2 supported by audited Balance Sheet; (e) Proof of experience as stated in Clause 3 supported by documents from the concerned organizations; (f) Bid Security of Rs. 5,000/- (in the form of Bank Guarantee/FDR/DD DD issued by any scheduled commercial Bank in favour of National Productivity Council payable at New Delhi. (g) List of vehicles along with photocopy of their RCs/Fitness and Permit owned by the Contractor; (h) Terms and Conditions duly accepted/signed with the stamp of the prospective bidder.
30. Technical Bid and Financial Bids will be submitted in the Format at Chapter 3 & Chapter- 4 respectively.
31. Financial Bids will be open only of those tenderer found successful in Technical Bid.
32. PENALTIES (1) For non-providing of vehicle in time: Rs.200/- per hour of delay. (2) For not providing vehicles: Rs.2500/- per default per day or actual hire charges from other sources, whichever is higher. (3) On misbehaviour by the Driver: Rs.500/- per default. (4) In case of breach of contract by the contractor, the Performance Security shall be forfeited by the NPC and/or the firm shall be blacklisted in addition to

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termination of the contract in question. The right of action will rest with the Director General, NPC.

33. NPC reserves the right to reject any or all the tenders without assigning any reason.

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**CHAPTER 03: FORMAT OF TECHNICAL BID**

Sr no	Particulars	Details		
1.	Name of the Bidder			
2.	Full Address of the Bidder			
3.	Name of the Company			
4.	Address of the Company			
5.	Registration Certificate of the firm	Enclose self attested copy.		
6.	Pan Card & Adhar Card (attach photocopy)			
7.	GST NO ( attach copy)			
8.	Email id			
9.	Telephone & Mobile no.			
10.	EMD/ Bid Security of Rs. 5,000/- (Ten Thousand only) along with the details of the bank			
11.	Whether the bidder has been blacklisted by any Govt Deptt/ Organization	YES/NO		
12.	Valid documents showing 03 years' experience in Govt. entities or Govt. organizations	Enclose		
13.	List of vehicles owned and copies of RCs	Enclose		
14.	Average Annual Turnover (Rs.) during last three years	Enclose copies of Audited Accounts for 2020-21, 2021-22 and 2022-23		
15.	Timing from When the Night and Day Charges (if any)		From	To
		Day		
		Night		

Signature\_\_\_\_\_

Designation\_\_\_\_\_

Seal of the bidder\_\_\_\_\_





## CHAPTER 04: Rate list for Outstation Travelling

### Rate List for Outstation travelling

KM & Hours	Vechile Type			
	Sedan	Premium Sedan	SUV	Premium SUV
250 KM X 10 Hr				
300 KM X 12 Hr				
400 KM X 16 Hr				
500 KM X 20Hr				
PER KM rate for every extra KM				
Per Hour Rate for every extra Hr				
Night Charges				

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Signature\_\_\_\_\_

Designation\_\_\_\_\_

Seal of the bidder\_\_\_\_\_