

Punjab Remote Sensing Centre (PRSC)

Request for Proposal (RFP) for Hiring Taxi Services

Date of Issue of Bid Documents : 4th June, 2019
Last Date of Issue of Bid Documents : 21st June, 2019 upto 4:00 pm
Last Date for submission of Bid : 25th June, 2019 upto 2:30 pm
Date of opening of General Bid : 27th June, 2019 upto 3:30 pm



Punjab Remote Sensing Centre (PRSC)

PAU Campus, Ludhiana, Punjab (India) – 141004
Phone: 91-161-2303484
TeleFax: 91-161-2303483
Email: contact@prsc.gov.in
Website: www.prsc.gov.in

Bid No. : **Tender/PRSC/2019-20/0001**

Serial No. of Document : _____

Issued to : _____

Against request No. : _____

Dated : _____

Bid document issued on : _____

Authorized Signatory

BID SUMMARY

Bid No.	EMD (Rs.) in shape of Demand Draft	Bid Document Cost (Rs.) Non-refundable	Last Date & Time	
			Bid Submission	Bid Opening
2019-20/0001	Rs. 5000/- (Rs. five thousand only)	Rs. 1000/- (Rs. one thousand only)	25 th June , 2019 by 2.30 pm.	27 th June, 2019 by 3.30 pm.

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SECTION I INVITATION FOR BIDS

Punjab Remote Sensing Centre (PRSC), Ludhiana, A Government of Punjab Enterprise, intends to invite bids for Hiring Taxi Services for one year, may likely to be extended for another year on satisfactory performance and recommendation of review committee after due evaluation.

Bid conditions

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. Bid document prepared in accordance with all the conditions laid down should be submitted in the office of Director, PRSC not later than the date and time laid down, at the website under Clause 7. (Given below)
3. The Bidder must furnish Earnest Money Deposit (EMD) for **Rs. 5,000/-** (Rs.five thousand only) through DD in favour of "**Director, Punjab Remote Sensing Centre**", payable at Ludhiana failing which the bid will be rejected.
4. This Bid document is not transferable.
5. The Punjab Remote Sensing Centre (PRSC), Ludhiana here in after called the client reserves the rights to reject any bid or all the bids without assigning any reasons and revising quantity, fine tuning specifications as per requirement of Government of Punjab before opening the general bid.
6. The bidder will accept all conditions of the Bid Document unconditionally.
7. **Schedule for Invitation to Bid:**
 - a) Name of the concern by whom the bids are called on behalf of the Government of Punjab is:
Punjab Remote Sensing Centre (PRSC)
PAU Campus, Ludhiana, Punjab (India)-141004
 - b) Bids are to be submitted in the Office of Director, PRSC
 - c) Latest time and date for submission of completed bids:
Up-to 2:30 PM on 25th June, 2019
 - d) Time and Date of opening bid:
3:30 PM on 27th June, 2019
 - e) Date till which the bid is valid: **120 days from last date of submission of bids.**

SECTION II INSTRUCTIONS TO BIDDERS

A. Introduction

Besides other main objects and functions of Punjab Remote Sensing Centre, it also includes to carry out spatial temporal survey to monitor changing land use and soil patterns, environmental changes, irrigation systems, forest resources, agriculture resources, crop disease surveillance and ground water resources. **Therefore, the vehicles are intended to be hired for field work in villages/towns including collection of soil and water samples etc, other field survey in Punjab or outside and travel to cities in the state and out of state.**

1 Bid to be submitted:

General Bid / Tender documents

1.1 Please note that the Rates per kilometer for the different kind of vehicles be quoted in a tabular form at Annexure-1:-

1.2 The bid received late and declared late by the Bid Evaluation committee after the last date and time for receipt of bids prescribed in the bid document or otherwise shall be rejected.

2 Cost of Bid document

2.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Client and Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

3 The Bidder is expected to carefully examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required in the Bid Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

4 Clarification regarding Bid Document

4.1 A prospective Bidder requiring any clarification of the Bid Document may notify the Client in writing at the Client's mailing address indicated in Clause 7 of Section I. The Client will respond in writing to any request for clarification of the Bid Document, received, not later than 7 days prior to the last date for the receipt of bids prescribed by the Client. Written copies of the Client response (including an explanation of the query but without identifying the source of Inquiry will be sent to all prospective Bidders who have received the Bid Documents.

5 Amendment of Bid Document.

- 5.1 At any time upto the last date for receipt of bids, the Client, may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by amendments.
- 5.2 The amendment will be notified on the Portal of PRSC for the Bidders who have received the Bid Documents and will be binding on them.
- 5.3 In order to afford prospective Bidders reasonable time or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the Client may, at his discretion, extend the last date for the receipt of Bids.

B. Preparation of Bids

6 Language of Bids

- 6.1 The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the Client, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

7 Documents Comprising the Bids

- 7.1 Conditional bids shall not be entertained.
- 7.2 The Bids prepared by the Bidders shall comprise of following components:-

A Documents for the General bid shall consist of following: -

- (a) Bid Proposal sheet duly filled in, signed and complete in all respects. (Proforma -I)
- (b) Qualifying data duly filled in as per relevant Proforma provided in the bid proposal that the Bidder is eligible to bid and is qualified to perform the contract, if its bid is accepted (Proforma -II)
- (c) The Bidder must furnish Earnest Money Deposit (EMD) for **Rs.5,000/-** (Rs. five thousand only) through DD in favour of "**Director, Punjab Remote Sensing Centre**" payable at Ludhiana failing which the bid will be rejected. This earnest money is to be submitted along with the General bid documents.
- (d) The Bidder should have a office in Ludhiana. The bidder should give detailed address along with name address and phone numbers of the contact person duly authorized require sanction.
- (e) The Bidder has not been debarred/ blacklisted by any reputed Government/ Semi-Government organization for quality of services.
- (f) The Bidder must have valid PAN issued by Income Tax Authorities of India.
- (g) The Bidder must have valid State Service Tax Number as may be applicable.
- (h) The bidder would indicate the make & model of the taxis and the vehicles (must be of latest model i.e. preferably 2012 onwards) and shall have commercial registration /necessary permits.
- (i) The Technical specifications may be fine-tuned on the basis of discussions with various Bidders during Pre-Bid meeting, it may required and neccessiate.

B General Bid consisting of the following: -

(a) The general bid consist of following parts.

- **Rate Schedule:** The bidder is required to submit rate per kilometer in the format as mentioned at

ANNEXURE-I

The rates will be valid for a period of 12 months from the date of signing the contract. The client reserves the right to place order for additional requirements of quoted kind of vehicles.

SECTION - III
TERMS AND CONDITIONS OF THE BID

The PRSC reserves the right to carry out the capability assessment of the Bidders and the PRSC's decision shall be final in this regard.

The individual signing the bid or other document, in connection with the bid must certify as to whether he or she has signed as:

- a). A " Sole proprietor " of the firm or constituted attorney of such sole proprietor.
- b). A partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, all the partners should sign the bid.
- c). Constituted attorney of the firm, if it is a company.

The bidder shall not sub-contract any part of the contract without written permission of the client.

1. CONDITIONS

- 1) The contract between the Punjab Remote Sensing Centre (PRSC) and the Travel Agency shall be effective for one year from the date of acceptance of the order by the Travel Agency.
- 2) The Travel Agency will have to deposit a security of Rs. 5000/- (Rs. Five thousand only) to the Director, Punjab Remote Sensing Centre, Ludhiana upon receipt and acceptance of the order. The security is refundable after successful completion of the contract period.
- 3) The security is transferable with increase of 10% of deposited security if the same travel agency gets the contract for the next year, subject to clearing of dues (if any) by the Agency before the start of the contract for the next year. If the Travel Agency fails to clear the dues, the same will be deducted from the security amount and a fresh security amount will be required to be deposited by the Travel Agency.
- 4) Travel agency will be informed about the requirement of the vehicle at least 24 hours before the vehicle is required, except in case of urgency/ emergency where it is expected to provide at the earliest or immediate possible.
- 5) The duration of the outstation stay of the hired vehicle may be extended as may be needed from the earlier informed duration in the interest of the PRSC's work.
- 6) The agency will arrange for drivers meal and night stay at the cost of agency. The PRSC shall not bear any cost on these accounts, except described.
- 7) The kilometers will be counted from the starting point at Punjab Remote Sensing Centre, Ludhiana.
- 8) The driver of the hired vehicle(s) will be handed over an indent form which will be duly filled and signed by the official using the vehicle. The Travel Agency will raise bill along with duly filled and signed indent form for the payment based on mutually agreed terms & conditions.
- 9) In case of the break down of the hired vehicle, the Travel Agency will provide suitable alternate vehicle within the shortest possible time.
- 10) The agency will bear all the costs of maintenance, proper running fuel charges etc of the vehicles to be provided to PRSC. The payment of the bills shall be made through the cheque in the name of the Travel Agency, normally within fortnight from the day of submission subject to any error/ dispute in the bill.
- 11) The agency will ensure that the vehicles provided to the PRSC are having complete documentation, Insurance etc as per different laws.

- 12) The driver should be in proper uniform and having all the required documents i.e. proper license etc. with him all the times as the PRSC shall not be responsible for any breach of law.
- 13) The agency must have bank A/c in their name or in the name of their Firm/agency.
- 14) No advance shall be given to the Travel Agency before commencing / during any journey.
- 15) If the total billed amount by the Travel Agency during the year exceeds Rs.1,00,000/, the Travel Agency will have to pay 1% of the total billed amount as TDS during the contract period. The Travel Agency will be issued a tax deduction certificate of the amount for the tax calculation purpose of the Agency.
- 16) In case the travel agency want to continue on the existing rate, the same should be intimated one month before the expiry of the contract period, otherwise fresh tender or quotations will be invited for the renewal of the rates.
- 17) The revised rates for the next year shall be effective after the completion of the contract for the existing / current year.
- 18) In all escalated issues the decision of the Director, Punjab Remote Sensing Centre will be final and binding on the party.
- 19) In case travel agency fails to deliver the duties as per requirements of PRSC without any notice this contract may be terminated, the Earnest Money Deposited (EMD) will be forfeited and no compensation or dues shall be payable.

2 TAXES AND DUTIES:

The bidder shall be entirely responsible for all taxes, levies, cess, Insurance, Road Taxes, duties, license fees, etc for the supply of taxies.

3 Liquidated Damages:

Any unjustifiable delay by the travel agency in the performance of his delivery obligation may render the AGENCY liable to any or all the following (i) imposition of liquidated damages @ 5% per day of the earnest money (ii) termination of the contract without any notice (iii) initiation of any other legal proceedings.

4 Suspension:

4.1 The PRSC may by a written notice of suspension to the AGENCY, suspend all payments to the AGENCY under the contract, if the AGENCY fails to perform any of its obligations under this contract provided that such notice of suspension:

4.1.1 Shall specify the nature of the failure.

4.1.2 Shall request the bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the bidder.

5 Termination for default:

5.1 The PRSC may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part if:

5.1.1 The bidder fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the PRSC.

5.1.2 The bidder fails to perform any other obligation(s) under the contract.

5.1.3 The AGENCY shall be given maximum of two opportunities of 7 days each to improve his service level and meet the obligations as per the contract.

6 **Termination for insolvency:**

The PRSC may at any time terminate the contract by giving written notice to the bidder without compensation to the bidder, if the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the PRSC.

7 **“No claim” Certificate:**

The bidder shall not be entitled to make any claim, whatsoever, against the PRSC under or by virtue of or arising out of this contract nor shall the client entertain or consider any such claim, if made by the bidder after he shall have signed a “no claim” certificate in favour of the client in such forms as shall be required by the PRSC after the works are finally accepted.

8 **Confidentiality:**

The bidder and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the PRSC’s business or operations without the prior written consent of PRSC.

9 **Force Majeure:**

9.1 Notwithstanding the provisions of the bid, the bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance are other failure to perform its obligations under the contract is the result of an event of Force Majeure.

9.2 For purposes of this Clause, “Force Majeure” means an event beyond the control of the bidder and not involving the bidder and not involving the bidder’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the PRSC either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes

9.3 If a Force Majeure situation arises, the bidder shall promptly notify to the PRSC in writing of such conditions and the cause thereof. Unless otherwise directed by the PRSC in writing, the bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The PRSC may terminate this contract, by giving a written notice of minimum 10 days to the bidder, if as a result of Force Majeure, the bidder being unable to perform a material portion of the services for a period of more than 7 days.

10 **Governing Language:**

The contract shall be written in the language of the bid, as specified by the PRSC, in the instructions to the bids. Subject to clause 6 of Section II, that language version of the contract shall govern its interpretation. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in that same language.

11 **OTHER CONDITIONS:**

11.1 All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator(s) as per the provisions of the Arbitration Act. Such arbitration shall be held at Ludhiana.

11.2 In all matters and disputes arising there under, the appropriate Courts at Ludhiana alone shall have jurisdiction to entertain and try them.

4 BID PRICING

We further declare that the rates stated in our proposal are in accordance with your terms & conditions in the bidding document.

5 CONTRACT PROFORMANCE SECURITY

We hereby declare that in case the contract is awarded to us, the security of Rs.5000/- (Rs. Five Thousand only) deposited by us be retained as Performance Guarantee Bond.

- 5.1 We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief.
- 5.2 Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
- 5.3 We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,

(Signature)

Date:

Name:

Place:

Designation:

Business Address:

Seal

Proforma -II
PARTICULARS OF BIDDER

BIDDER'S PARTICULARS FOR BID NO. _____

1. Name of the Bidder _____

2. Address of the Bidder _____

4. Year of Establishment _____

5. Annual turnover of the firm for the last 3 successive years. _____

6. Name of the Dept./ Institution where the taxi services have been/ are being given _____

7. PAN/TAN/GST Number _____

8. Service Tax or Other statutory Govt. No. Authorization, Registration No. (if any applicable) _____

- 9. Bidder's proposal number & date
- 10. Name & address of the person
to whom all references shall
be made regarding this bid

Email-ID: (if available)

Telephone:

Fax No.:

As of this date the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Witness:

		Bidders	
Signature	_____	Signature	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____
	_____		_____
Company	_____	Company	_____
Date	_____	Date	_____

Company Seal

**(With name & designation
of the person signing the bid)**

ANNEXURE-1

GENERAL BID

**Rates for the supply of different kind of vehicles to Punjab Remote Sensing Centre,
Ludhiana**

Besides other main objects and functions of Punjab Remote Sensing Centre, it also includes to carry out spatial temporal survey to monitor changing land use and soil patterns, environmental changes, irrigation systems, forest resources, agriculture resources, crop disease surveillance and ground water resources. **Therefore, the vehicles are intended to be hired for field work in villages/towns including collection of soil and water samples etc, other field survey in Punjab or outside and travel to cities in the state and out of state.**

Rate for Hiring Vehicles upto 200 km		
	Type of Vehicle	
	Tata Indica/ Vista/ Indigo/ Etios etc	Innova/ Qualis/ Bollero/ Tavera/ Scorpio etc
Daily (Minimum)		
Rate per kilometer		
GST		
Rate for Hiring Vehicles above 200 km		
	Type of Vehicle	
	Tata Indica/ Vista/ Indigo/ Etios etc	Innova/ Qualis/ Bollero/ Tavera/ Scorpio etc
Rate per kilometer		
GST		

It is made clear that no expenses for night stay and dinner is admissible. Toll tax and parking charges, if any will be paid by PRSC official.

Dated:

Signature

Name:

with seal