



प्रसार भारती  
PRASAR BHARATI  
(भारत का लोक सेवा प्रसारक)  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
दूरदर्शन केन्द्र : अहमदाबाद  
DOORDARSHAN KENDRA : AHMEDABAD



File No:- AHM:DD:48(1)TR/HT

Dated:- 29.04.2022

**NOTICE INVITING TENDER  
(NIT)  
FOR HIRING OF TAXIES AT DOORDARSHAN KENDRA AHMEDABAD**

Dy. Director General  
Doordarshan Kendra  
Drive in Road, Thaltej  
Ahmedabad - 380054  
Phone:- 079 – 26853854  
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## **INSTRUCTIONS TO BIDDER – ONLINE MODE**

### **DEFINITIONS:**

- **C1 India Pvt. Ltd.:** Service provider to provide the e-Tendering Software.
- **Prasar Bharati e-Procurement Portal:** An e-tendering portal of Prasar Bharati introduced for the process of e-tendering which can be accessed on <https://prasarbharati.eproc.in>.

### **I. ACCESSING / PURCHASING OF BID DOCUMENTS :**

- It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of Prasar Bharati. Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in) C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-8130606629 for DSC related queries or can email at [vikas.kumar@c1india.com](mailto:vikas.kumar@c1india.com).
- To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>) to have a user ID & Password which has to be obtained by submitting a non-refundable annual registration charges of Rs. 450/- plus 18% GST through **online** mode (net banking/debit card/credit card). Validity of Registration is 1 year.
- The amendments / clarifications to the tender, if any, will be posted on the  
Prasar  
Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>).
- To participate in bidding, bidders have to pay Tender Processing Fee according to the Tender Value (per Tender per Bid through online mode viz.

Estimated Value	Processing Fees per Tender per Bidder
Less than or Equal to Rs. 10 Lakhs	Rs. 475.00 + 18 % GST
More than 10 Lakhs but Less than or equals to 50 Lakhs	Rs. 925.00 + 18 % GST
More than 50 Lakhs	Rs. 1150.00 + 18% GST

- If in case, for any particular Tender, Estimated Cost is unknown to Prasar Bharati, the Processing Fee would Rs. 1150.00 + 18% GST.
- The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- Both 'EMD' and 'Tender Document Fee', if any, are mentioned in individual tender document published at Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>).
- For helpdesk, please contact e-Tendering Cell and Help Desk Support Monday to

Friday Ph: **0124-4302033/36/37, [prasarbharatisupport@c1india.com](mailto:prasarbharatisupport@c1india.com)**.

- It is highly recommended that the bidders should not to wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither Prasar Bharati nor C1 India Pvt. Ltd will be responsible for such eventualities.

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## 1. Introduction

Doordarshan is an Indian Public Service Broadcaster, a division of Prasar Bharati under the Ministry of Information and Broadcasting. It is one of India's largest broadcasting organizations in terms of studio and transmitter infrastructure, having been established on 15 September 1959. DD provides television, radio, online and mobile services throughout metropolitan and regional India as well as overseas, through the Indian Network and radio India. It currently operates 23 channels and broadcasts to over 176 countries around the world. The National programmes emphasizes on events and issues of interest to the entire nation. These programmes includes news, current affairs, magazine programmes and documentaries on science, art, culture, environment, social issues, serials, music, dance, drama and feature films. Gujarati language regional channel of Doordarshan is known as DD Girnar and is based in Ahmedabad city of Gujarat.

## 2. Request for proposals (RFP)

2.1 Doordarshan Kendra, Ahmedabad (also referred to as DDK) invites e-bids from Companies/ partnership Firms / Agencies for the work of providing vehicles to meet the travelling/ transportation needs of its various offices located in Ahmedabad, round the clock in Two Bid systems from the eligible and approved contractors/ firms.

2.2 Doordarshan reserves the right to reject any or all the bids without assigning any reasons whatsoever.

2.3 Earnest Money Deposit (EMD): All bids submitted in response to RFP documents must be accompanied by Earnest Money Deposit of **Rs.10,000.00 (Rs. Ten Thousand)** only in the form of Demand Draft/Banker's cheque drawn in favour of " PB ,BCI, AHMEDABAD" on any scheduled commercial Bank. The EMD may be deposited at Doordarshan, Ahmedabad office.

Interested agencies can view/download copy of tender free of cost from e-tender portal [www.https://prasarbharati.eproc.in](https://prasarbharati.eproc.in).

## INSTRUCTION TO BIDDERS

- a. The bidder should submit their bids online on item rate for hiring of AC/Non-Ac Taxi cars (Indica/wagon-R, Santro, Ford Figo and similar segments), A/C Taxi cars (Maruti SX4/Desire and similar segments) and /or taxi-vans (Tata Sumo, Toyota, Innova and similar segments) and 20 seater Bus/Loading van to meet the travelling/transportation needs in Ahmedabad and also across Gujarat (on occasions) round the clock in Two Bid system.
- b. **Availability of bid documents and mode of submission:** - The bid documents are available online and bid should be submitted through online mode on [www.https://prasarbharati.eproc.in](https://prasarbharati.eproc.in). Bidder would be required to register themselves on the website for submission of bid. The bidder is required to have **Digital Signature Certificate**.
- c. **Key Dates:- :**
  - i) **Estimated Value of tender: Rs 25,00,000/-- (Twenty Five lakhs only)**
  - ii) **Date of online publication: - 2.05.2022 at 4.30 PM**
  - iii) **Document Download start date & time :- 02.05.2022 at 5.00 PM.**
  - iv) **Prebid meeting: 11/05/2022 at 15.00 Hrs in DDK Ahmedabad.**
  - v) **Bid Submission and End Date: - 23.05.2022 at 2.00 PM.**
  - vi) **Physical submission of EMD of Rs.10,000 /- :- 23.05.2022 till 12.00 Noon**
  - vii) **Date of Technical bid opening:- 23.05.2022 at 03.00 PM**
- d. **Tender Details:** The tender documents shall be uploaded online in 2 bid System.
  - i) Part one shall contain scanned copies of all technical Documents/ Eligibility Information along with Draft of cost of tender & EMD
  - ii) Part shall contain Financial Bid, where contractors will quote their offer for each items.

## TENDER DOCUMENT

### **Subject: Contract(s) for hiring of taxis.**

E-Tenders are invited for one-year contract(s) for hiring of approximate 04 taxis (cars & vans to meet the travelling/transportation needs of Doordarshan Ahmedabad and its various offices located in Ahmedabad, round the clock, as per the terms and conditions mentioned in Annexure-II. Interested taxi operators based in Ahmedabad, and fulfilling the following eligibility conditions are invited to respond:

- I. They should possess a minimum of 06 taxi-cars +( 04 New Brand Taxi cars) **The party shall have to purchase Brand New 04 Nos. of vehicle within 15 days of the award of the tender.**(Etios Liva, i10, Ford Figo, Hyundai Santro & similar segment etc.) and/or A/c taxi-cars (Maruti Dzire/Toyota Etios and similar segment) and/or A/c taxi-cars (Maruti Ciaz/Honda city & similar segment) and/or taxi-vans (Toyota Innova & other similar segment) registered in his/ his firm's name as on or after **01.01.2018**. All these vehicles should not be older than 36 months.
- II. They should have a minimum annual turnover of Rs 2.0 Crore during the last 3 Consecutive financial years, i.e., in the year **2018-2019, 2019-20, 2020-2021**.
- III. They should have experience in successfully executing similar contracts with PSUs and/or Govt. Departments/autonomous body/MNC/ reputed organizations during the 3 years i.e. **2018-2019, 2019-20, 2020-2021**
- IV. The bidder should have TIN/ DVAT & PAN No. and registered with Central GST office.
- V. Terms and conditions for hiring of vehicles are prescribed in Annexure-II
- VI. Eligibility/Technical conditions prescribed in Annexure-III.
- VII. Details of possession of vehicles and registration prescribed in Annexure-V.
- VIII. Commercial Bid:-
  - a) Details of rates for hiring of vehicles on monthly/daily basis prescribed in Annexure-IV.
- IX. Details of payment conditions prescribed in Annexure-VI.
- X. Tender cost: - Nil
- XI. **Earnest Money Deposit (EMD)-Rs. 10,000/-**
  2. The e-tender is to be submitted in two bids Systems viz Technical bid and Financial/ Commercial bid as per information to bidder latest by **03.00 PM on 23.05.2022**. An Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Fifty Thousand) only is required to be submitted along with Technical Bid. The EMD should be in form of Bank Draft/ Pay Order drawn in favour of " PB BCI, DDK, **Ahmedabad** ". The Technical Bid will be opened on same day at **5.00 PM**. Tender will be opened online.
  3. Tenders uploaded after the due date/ time and/or not accompanied with Earnest Money Deposit/ and or/not accompanied with the requisite documents shall not be considered and Doordarshan Kendra reserves the right to withdraw the tender at any stage or reject any or all the tenders without assigning any reasons whatsoever.
  4. Pre Bid Meeting: Prebid meeting will be held in the office on **11/05/2022 at 15.00 Hrs**. Tenderer or his nominees may attend the Prebid meeting for any query thereof.

DDK, Ahmedabad  
Tel:- 079-26853854

**A) GENERAL INSTRUCTIONS TO BIDDERS**

1. The terms & Conditions of work for Hiring of Taxis for DDK, Ahmedabad as details given in Annexure-II. Tenders are available in the complete bid documents which can be viewed/downloaded free of cost from e-tender portal of Doordarshan [www.https://prasarbharati.eproc.in](http://www.https://prasarbharati.eproc.in).
2. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website [www.https://prasarbharati.eproc.in](http://www.https://prasarbharati.eproc.in).
3. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
4. All Corrigendum/Amendment/Corrections, if any, will be published on the website
5. [www.https://prasarbharati.eproc.in](http://www.https://prasarbharati.eproc.in). All documents/papers uploaded/ submitted by the bidder must be legible.
6. It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed Certifying Agency.
7. To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of Doordarshan [www.https://prasarbharati.eproc.in](http://www.https://prasarbharati.eproc.in). The Registration charges for vendor/supplier are Rs.450/- (Rupees Two Thousand Only) per year.
8. To participate in e-bid, bidders shall be charged e-tendering processing charges.. Page no. shall be given on each and every paper/documents serially uploaded in the technical bid.
9. Bidders shall ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as "0" (zero).
10. The Earnest Money shall be in the form of Bank Draft/Pay Order from an Indian scheduled Commercial Bank in favour of PB BCI, DDK, Ahmedabad.
11. "EMD Deposit" shall be placed in a single sealed envelope superscripted with tender reference no. and date of opening so as to reach DDG(E), DDK, Ahmedabad before scheduled time on prescribed tender opening date. EMD received late shall be summarily rejected. Hard copy of any other tender document shall not be accepted.
12. The successful Tenderers will be required to furnish Performance Bank Guarantee within 7 days of placement of contract amounting to 10% of contract value in one of the acceptable forms as per tender documents.
13. Small Scale Units Registered with NSIC under Single Point Registration Scheme for the item required in NIT shall be exempted from payment in respect of cost of Tender/Earnest Money as per the Government instructions on the subject on submission of documentary evidence of valid Registration.
14. The purchaser reserves the option to give Purchase preference to the offer from Public Sector Units and/or from Small Scale Cottage Industries Units over those from other firms, in accordance with policies of the Government of India from time to time.

15. Tenderers shall separately indicate the rate and amount of GST as applicable on the date of tendering in their offer failing which the offer will be summarily rejected.
16. Each file uploaded in Connection with the tender shall be digitally signed and impression of digital signature of authorized signatory should appear on the last page of each file. Failing which the bid shall be rejected.

#### B) LIST OF MANDATORY DOCUMENTS

1. Copy of EMD.
2. Copy of Demand Draft/Pay Order of any Scheduled Bank.
3. Doordarshan Tender Document completes along with all annexure are digitally signed and enclosed with the offer.
4. Past performance along with the user certificate in respect of item rate tender for hiring of AC/Non-AC cars (Indica/Wagon-R, Santro, Ford Figo and similar segments, AC taxi cars (Maruti SXS/ Desire and similar Segments) and or taxi vans (Tata Sumo, Toyota, Innova and similar Segments) to meet the travelling/ transportation needs of its various officers located in Ahmedabad round the clock in 2 cover system from the eligible and approved contractors/ firms.
5. Authorization to sign the bid by the bidder.
6. PAN No. / ISO Certified Number/ Service Tax No. / GST Registration No. with relevant document enclosed with offer.
7. Tenderer should attach Income Tax return for last three years i.e. **2018-19, 2019-20 and 2020-2021.**

(SATYAJEET DASH)  
Dy. Director General  
(Engg.) DDK, Ahmedabad  
Tel:- 079-26853854

### Terms and Conditions for hiring of vehicles

1. The contract shall be valid for a period of one year from the date of signing of the contract with the successful bidder. The contract can be extended by one more year if the services are found to be satisfactory. The extension will be at the sole discretion of DDG(E), DDK, Ahmedabad.
2. Requirement of the vehicles are AC/Non-AC taxi cars (Wagon-R, Santro and /or equivalent), AC (Etios Leva, i10, Ford Figo etc. and/or similar segments) A/C taxi- cars (Dzire/Maruti Ciaz and similar segment) or taxi-vans (Toyota, Innova & other similar segment). Only those taxi operators, who are based in Ahmedabad, and who fulfill the eligibility conditions mentioned in the covering letter, shall be eligible to participate in the tendering.
3. **Only those Tenderers who have under their ownership and possession of Minimum of 06 vehicles ) or more in the name of firm or own name or in the name of his family members registered with the State R.T.O shall apply. It shall be noted that the ownership of 06 number of vehicles should be REGISTRED AFTER 01.01.2018. The party shall have to purchase Brand New 04 Nos. of Vehicle within 15 days of the award of the tender. The details of the vehicle should be mentioned in the tender as per Annexure V.**
4. The concerned Transporter(s) shall ensure that the Vehicles deployed on hire to the DDK are not older than 36 months at any point of time during the contract
5. The payment shall be regulated as follows :-
  - i) The payment conditions of the hired Vehicles will be dealt as mentioned in Annexure-VI.
  - ii) Rate/charges of the required vehicles is to be provided in the following manner:-
    - a) The category & type of the Vehicles, hire charges/rates on Monthly basis/  
Daily basis as mentioned in Annexure-IV-.(AC) and Non AC.
  - iii) The TENDERERS shall quote the price without taxes. (Exclusive of all taxes and other charges). Taxes and duties, if any, may be quoted separately wherever applicable.
6. The concerned Transporter(s) shall meet the transport requirements of DDK Ahmedabad as mentioned above, round-the-clock, as per the requisitions made by the respective transport in- charge and/or any other officer authorized by them from time-to-time. The Concerned Transporter(s) shall always ensure punctual deployment of taxi-cars/taxi-vans to the concerned offices as and when requisitioned by the respective transport-in-charge and/or any other officer authorized by them.
7. DDK Ahmedabad office shall reserve the right to detain a particular hired taxi-car/ taxi-van for duty beyond the normal stipulated hours on any particular day without giving any prior notice to the concerned Transporter(s).

8. The concerned Transporter(s) shall ensure that the Vehicles deployed on hire to the DDK are in excellent working condition, engine-wise as well as appearance-wise. The Concerned Transporter (s) shall also ensure that the speedometers of such Vehicles are in perfect working order and sealed. The accuracy of meter reading should tally with the actual distance of run at any instant and controlling / authorized officer shall have full power to check up the meter for its correctness and to take action to recover the actual loss to the DDK.
9. Accuracy of Meters will be checked periodically by any authorized officer of DDK, Ahmedabad and reserves the right to get the meter calibrated and checked at any time at his 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 Doordarshan will be embossed which may even lead to termination of contract .
10. The above mentioned offices shall have the absolute right not to accept a particular driver without assigning any reason, whatsoever, to the concerned Transporter(s). The concerned Transporter(s) on its/their part(s) shall be responsible to replace such a driver at once.
11. In case of any breakdown of a particular Vehicle deployed on hire to the DDK during the course of a particular journey, the Concerned Transporter (s) shall bear the actual cost incurred by the DDK to complete that particular journey by alternative means of equivalent standard. The Concerned transporter(s) shall also be responsible to provide replacement of such broken- down Vehicles at once.
- 12 . The concerned Transporter(s) shall be fully responsible in case of any violation of traffic rules(s) by the drivers of the Vehicles deployed on hire to the DDK as also in the event of any loss, damage or accident involving such Vehicles. The DDK shall have no liability, whatsoever, in this regard.
13. The concerned Transporter(s) shall be fully responsible for any loss, damage or injury to any person, their belongings and/or any equipment being transported by the DDK in the Vehicles deployed on hire.
14. The concerned Transporter(s) shall ensure that each and every Vehicle deployed on hire to the DDK has a High Security Registration plate (HSRP) on it and is covered by an appropriate comprehensive insurance policy. Driver must carry PUC/other documents as per traffic norms.
15. Penalty-Clause: In case, the Concerned Transporter(s) fails to deploy the actual number of Vehicles required by the DDK on a particular day/occasion, the DDK shall be free to make alternate arrangements of equivalent standard from other sources. The entire and actual cost incurred by the DDK on making such alternative arrangements shall be fully borne by the Concerned Transporter(s) without any reference to the hire charges applicable under the contract with him. In addition to this, a penalty shall be levied at the rate of 200 percent of the extra hour rate if vehicle is delayed for more than 15 minutes for delayed period excluding force majeure like fire, accident, flood etc.
16. In case the concerned transporter(s) fails to provide the vehicle on any day(s), the recovery at the rate double the awarded rate per day shall be done from the running bills.

17. The successful bidder shall ensure that proper account of each and every journey made by the Vehicle deployed on hire to the DDK is maintained by the respective drivers and is submitted to the transport-in-charge of the DDK at the end of a particular day. Log sheet of every vehicle should be certified by the actual users on daily basis.
18. The successful bidder shall be required to submit a Performance Bank Guarantee (PBG) amounting to Rs.2.5 lakh drawn from any scheduled bank valid for 1 year and 6 months within 7 days of issue of work order, which will be extendable if the contract period is extended. The said PBG shall be encashed for any deficiency in service and/or breach of any of the terms and conditions of the proposed contract(s). In addition, penalty as deemed appropriate may be imposed.
19. Termination of Contract: DDG(E), DDK, Ahmedabad reserves the right to terminate the contract after giving 1 month notice in case performance of the Concerned transporter(s) is not found satisfactory or on account of non-compliance of any of the condition of the contract. In such case the security deposit shall also be forfeited without prejudice to right of the DDG(E), DDK, Ahmedabad to take any other action to recover any loss suffered DDG(E), DDK, Ahmedabad due to non-performance of the contract. The contract can be terminated by the transporter by giving notice of minimum 3 months.
20. In case of any dispute arising under the proposed contract(s) between any of the concerned transporter(s) and the concerned office(s) of DDG(E), DDK, Ahmedabad, the dispute shall be referred to a sole Arbitrator to be appointed by DDG(E), DDK, Ahmedabad. Any decision of such Arbitrator shall be conclusive and binding on both the parties. The Arbitration proceedings shall be held at Ahmedabad and shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time.
21. The Courts of Ahmedabad will have jurisdiction over any legal dispute arising under the proposed contract(s) between any of the concerned Transporter(s) and the concerned office(s) of DDG(E), DDK, Ahmedabad .
22. Sub-Letting of Contract:- The Concerned Transporter(s) shall not unreasonably withhold, assign or sublet his contract or any substantial part thereof, without the written consent of DDG(E), DDK, Ahmedabad. Such subletting shall not in any way be interpreted as releasing the contract from his liability & obligations under the contract. The service provider can act as an aggregator of vehicles/individuals drivers. However, it is the service provider who shall be responsible to the service recipient for the contract being signed. Responsibility of complying with all relevant laws will be that of the service provider.
23. The Bid shall remain open for acceptance for a period of 120 days from the date of opening of Financial Bid of tenders or till such time up to which extension of validity has been agreed. If a tender is notified during this 120 days or extended period that this tender has been accepted, he shall be bound by the terms of the agreement of his tender, If a day up to which the offer is to be remain open has been declared to be closed/holiday for the DDG(E), DDK, Ahmedabad the offer shall remain open for acceptance till the next working day, The tender with shorter validity is liable to be ignored and may not be opened
24. The successful bidder shall have to execute an agreement on a non-judicial stamp paper of Rs.100/- within 7 days of the receipt of the work order.

25. The Concerned Transporter(s) has to meet all operational and maintenance expenditure of the provided vehicle, when the vehicle is engaged by DDG(E), DDK, Ahmedabad
26. The Concerned Transporter(s) has to provide the vehicles along with the driver & fuel, when the vehicle is engaged by DDG(E), DDK, Ahmedabad and the vehicle should have permit with insurance to ply within Gujarat State. The daily dead mileage will not be allowed more than 10 Kms. both ways.
27. The tentative no. of vehicles, to be hired in DDG(E), DDK, Ahmedabad / offices on monthly basis is about 04 which may vary as per actual requirement. However, there may be further requirement of vehicles on need basis of Doordarshan coverage of events and also by the associated offices of Doordarshan.
28. The Concerned transporter(s) shall be required to maintain records of journey by maintaining a logbook/log sheet provided by the DDG(E), DDK, Ahmedabad. All the records therein shall be properly maintained and got signed from the concerned officers. There should be no cutting/ overwriting in the logbook/ logsheet. The logbook is a vital document and it should be maintained and kept in safe custody. At the end of every month logbook shall be returned to the officer-in-charge and shall remain the property of the DDG(E), DDK, Ahmedabad. In case logbook/ logsheet is lost, the payment for the journey shall not be made and extra logbook shall be issued by the Concerned transporter(s).
29. Pre Bid Meeting: a pre bid meeting on technical specifications and other issues shall held on **11.05.2022 at 15.00 PM** in Conference Hall, DDK, Ahmedabad. All prospective bidders may attend the pre bid conference to discuss their queries/ suggestions. All queries/ suggestions should be sent to the DDK 2 days before the pre bid conference. No queries/ suggestions shall be entertained after pre bid conference. Amendments'/ subsequent queries to the pre bid queries shall be sent to the prospective bidders/ tenders who have purchased tender documents by email/ fax/posts amendment shall also be posted on DD website it shall be the tenderers responsibility to check for any amendment on DMD website before submitting their duly completed bids. The amendment shall be the part of DD tender document.
30. Bid Evaluation:
  - a. Bid shall be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed (all the pages should be signed) and whether bids are generally in order.
  - B. If there is any discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, o/o DDG(E), DDK, Ahmedabad will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of the bid document, without material deviation. A bid determined as non- responsive will be rejected by DDG(E), DDK, Ahmedabad.
  - C. DDG(E), DDK, Ahmedabad shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the services offered inclusive of all the levies and charges as indicated in the schedule of Rates.
  - D. Financial bid of only those bidders will be opened who are declared technically eligible. The L1 will be decided on the basis of existing hiring by DDK on monthly/daily rate of vehicles and the procedure for arriving L1 is outlined in the last column of Annexure IV .
  - E. The bidder whose total final rate will be least shall be taken as L1. The components and formula of total final rate is already mentioned in Annexure IV.

- F. Office of DDG(E), DDK, Ahmedabad reserves rights to counter offer price against price quoted by the bidder.
31. The DDK reserves the right to increase or decrease the number/type of Vehicles hired from the concerned transporter(s) as per its specific requirement for a particular month/day. The DDK shall reserve the right to detain a particular hired Vehicle for duty beyond the normal stipulated hours on any particular day without giving any prior notice to the Concerned Transporter(s).
  32. Driver should be in proper uniform, well versed with Ahmedabad routes and places. He should be well behaved and courteous to the passengers. The Drivers should be carrying a mobile phone, whose number will be communicated to Doordarshan authorities.
  33. Submission of tender by a tenderer implies that he has read this notice and all other contract documents including amendments notified, if any, and has made himself aware of the scope of the work to be done and of conditions and rates at which services are to be provided by the tenderer.
  34. Printed terms and conditions of the tenderer will not be considered as forming part of the tender. In case of any terms and conditions of the contract applicable to the invitations to tenders are not acceptable to the tenderer, they should clearly specify deviation in their tenders. DDG(E), DDK, Ahmedabad may not consider the tender with such deviations. If nothing otherwise is mentioned it will be assumed that these conditions are acceptable to tenderer.
  35. If the tender is submitted by a proprietary firm it shall be signed by the proprietor above his full name and the full name of his firm with its current address. If the tender is submitted by a limited company or a limited corporation or a firm, it shall be signed by a duly authorized person as per a valid Board Resolution or a duly authorized person holding the power of attorney for the firm. A certified copy of the power of attorney as well as a certified Board Resolution shall accompany the tender. All amendments/corrections shall be initialed by the person or persons submitting the tender. All witnesses and sureties shall be persons of status and probity and their full names, occupations and addresses shall be written below their signatures.
  36. Except the public opening of Tender, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of Contract shall not be disclosed to tenderer or other persons not officially concerned with such process. Any effort by a tenderer to influence the Employer/Officers in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in the rejection of the tender.
  37. The acceptance of the tender shall rest with the DDG(E), DDK, Ahmedabad who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. Further, DDG(E), DDK, Ahmedabad reserves to himself the right to accept the whole or any part of the tender and tenderer shall be bound to perform the same at the rates quoted. All the tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.
  38. The vehicle is to be provided satisfactorily and with punctuality, failing which the DDG(E), DDK, Ahmedabad reserves the right to arrange the vehicle from other sources

at the sole risk and cost of the concerned transporter(s) and the differential cost will be recovered from the concerned transporter(s). Where services/works are not done according to specifications and it is decided to retain the inferior services/works at the discretion of the DDG(E), DDK, Ahmedabad, concerned transporter(s) will be entitled to receive the payment at rates by the DDG(E), DDK, Ahmedabad with due regard to the quality of the services supplied and not at the rates mentioned in the order. In case there is no improvement in the proper execution of the order as per terms and conditions of the contract the DDG(E), DDK, Ahmedabad reserves the right to cancel the order after serving 15 days written notice to concerned transporter(s) and no claim for damages will be entertained.

39. All costs, damages or expenses, which the DDG(E), DDK, Ahmedabad may have paid or which under the contract, the concerned transporter(s) is liable, are to be deducted and recovered by the DDG(E), DDK, Ahmedabad from money due or becoming due to the concerned transporter(s) from the DDG(E), DDK, Ahmedabad by action of law or otherwise from the concerned transporter(s). In the event of recovery of the necessary extent becoming impossible, owing to insufficient security money and otherwise held amounts, the balance due to the DDG(E), DDK, Ahmedabad & may be recovered in any way the DDG(E), DDK, Ahmedabad may deem fit.
40. Any party directly or indirectly, if found to be involved in fraudulent and collusive practices, may be black listed for a period of up to 3 years. If the concerned transporter(s) fails to complete the work within stipulated period specified in the purchase order, they are liable to be debarred or black listed from participating in future tender of DDG(E), DDK, Ahmedabad for the period ranging from 0 to 3 years. In case tenderer amends/modifies/revised/withdraws the prices/price structure of the offer without the consent of DDG(E), DDK, Ahmedabad, after the tender opening and during the period of validity of their offer (i.e.120 days), the Earnest Money in full or part deposited by them shall be liable to be forfeited or their offer liable to be rejected. They shall also be debarred from participating in future tenders of DDG(E), DDK, Ahmedabad for a period upto 3 years and shall be placed under Black List.
41. Safety Measures- concerned transporter(s) shall ensure that safety rules are observed to avoid any accident which may cause loss of life to concerned transporter(s) or DDG(E), DDK, Ahmedabad staff and damage to DDG(E), DDK, Ahmedabad property. In case of violation of these safety instructions safety codes and applicable act & rules, which are necessary to ensure safety of men, material, environment and equipment, or concerned transporter(s) willful failure to comply with the instructions DDG(E), DDK, Ahmedabad / Safety Engineer; DDG(E), DDK, Ahmedabad shall impose a penalty @1% or Rs.500/- (Rs. Five Hundred Only) whichever is less for each instance of non-compliance subject to maximum 5% of the total contract value.
42. Tender documents appended hereto should be filled in completely by the tenderers and submitted along with tender otherwise their bid is liable to rejected.
43. The driver along with vehicle will have to report at place as desired by vehicle user / operator of contract at pre-intimated time.
44. In case, the vehicles are being hired on monthly basis including Sundays & holidays, the concerned transporter(s) will not change the driver / vehicle frequently to that particular user, unless change is requested by the user.

45. Our term of payment is within 30 days of submission of bill. Hence, vendor may submit bill on monthly basis for preceding month.
46. In case vehicle is not provided on any day, recovery as mentioned in penalty clause for not providing vehicle shall be recovered from vendor's bill.
47. The monthly fixed charges should be inclusive of all overhead charges like fuel, Lubricant, taxes, comprehensive insurance, payment to staff/drivers, vehicle maintenance, etc., if a vehicle is plying on monthly basis for 12 hours . However, If the vehicle is detained beyond 12 hours extra charge per hour will be paid.
48. The Concerned transporter(s) should have full knowledge of Indian Motor Vehicles Act and concerned transporter(s) shall remain responsible for any ~ lapse of not following such rules during the tenure of contract.
49. The concerned transporter(s) shall make his own arrangement for stay of his driver/staff. The concerned transporter(s) will be responsible for all kind of injuries or accident caused to his driver/staff and Prasar Bharati, DG: Doordarshan will not be liable in this matter.

ANNEXURE - III			
TECHNICAL BID			
	Tender No.		
	Specification		
	Specification for	Yearly contracts for hiring of vehicles-reg.	
	Name of Bidder		
S.No.	Description of Item as per specification	Compliance Yes / No	Whether relevant documentary proof submitted / not submitted.
1	Details of EMD		
2	ISO certificate No		
3	The tenderer should possess a minimum of 06 taxi-cars (Etios Leva, 110, Ford Figo, Hyundai Santro & similar segment etc.), and/or A/c taxi-cars (Maruti Dzire/Toyota Eteos and similar segment) and/or Alc taxi-cars (Maruti Ciaz/Honda City & similar segment) or taxi-vans (Toyota Innova & other similar segment) registered in his firm's name in as on and after 01.01.2018 . All these vehicles should not be older than 52 months.		
4	The tender should furnish details of the same as "Annexure-VI", accompanied with attested photocopies of the registration certificates.		
5	The tenderer should have a minimum annual turnover of Rs. 2 crore during the last 3 consecutive financial years, i.e. in the year 2017-18, 2018-19 and 2019-20. The tenderer should attach attested photocopies of the relevant income-tax returns.		
6	The tenderer should have experience in successfully executing similar contracts with 3 PSUs and/or Govt. Departments / autonomous body / MNC/ reputed organizations during the preceding 3 years; 2018-2019, 2019-20, and 2020-21. The tenderer should attach documentary proof in this regard.		
7	The tenderer should commit below the maximum number of taxi-cars and/or taxi-vans he shall supply under the proposed contract(s), in case he is finally selected. The parties quoting below the range of 06 vehicles will not be considered. i) Number of Taxi-cars:- 06 ii) Number of taxi-vans:-- (undertaking that the vendor will be able to provide 06 cars) At one point of time Doordarshan might seeks upto 50 vehicles for 2 to 3 days in a row, given the nature of VVIP coverages. Vender shall be solely responsible to met this specific requirement in peak season also.		

ANNEXURE - III			
TECHNICAL BID			
	Tender No.		
	Specification		
	Specification for	Yearly contracts for hiring of vehicles-reg.	
	Name of Bidder		
S.No.	Description of Item as per specification	Compliance Yes / No	Whether relevant documentary proof submitted / not submitted.
8	PAN No (Copy Enclosed)		
9	GST No (Copy Enclosed)		
10	The tenderer should enclose herewith EMD of =. 10,000/- and mention below, the details thereof. Bank Draft no:- Date:- Drawn on:- Amount:-		
Terms & Conditions			
1	Basic of Quote		
1.1	ISO Certificate No.		
2	Validity of Offer		
3	Full Address		
4	Telephone No. / Fax No.		
5	The statutory charges which will not be borne by the 5 bidder must be indicated failing which this Organisation will not be liable for payment of any		
6	Any other information.		

**PROFORMA FOR QUOTING FOR HIRING OF NON AC VEHICLES**

SR. NO	BOOKING TYPE	TYPES OF VEHICLES				WEIGHTAG	DAILY	COMPONENT
		A (Rs.) INDICA TYPE AC	B(Rs.) INDIGO TYPE AC 4 + 1	C(Rs.) TAVERA TYPE AC 6 + 1	D(Rs.) SEDAN TYPE AC			
1	2000 KMS PER MONTH 12 HRS PER DAY( Monthly rate)	A1	B1	C1	D1	0.30	B1	IN L 1 0.30 X B1/30
2	300 KMS PER DAY 24 HRS (Daily rate)	A2	B2	C2	D2	0.20	30 B2 + C2	0.20 X (B2 + C2)
3	250 KMS PER DAY 24 HRS (Daily rate)	A3	B3	C3	D3	0.20	2 B3 + C3	2 0.20 X (B3 + C3)
4	120 KMS PER DAY 12 HRS (Daily rate)	A4	B4	C4	D4	0.10	2 B4 + C4	2 0.10 X (B4 + C4)
5	80 KMS PER DAY 8 HRS (Daily rate)	A5	B5	C5	D5	0.10	2 B5 + C5	2 0.10 X (B5 + C5)
	<u>Additional Rate</u> beyond the prescribed Km.						2	2
	<u>Additional Rate</u> beyond the prescribed hours							

**PROFORMA FOR QUOTING FOR HIRING OF AC VEHICLES**

SR. NO	BOOKING TYPE	TYPES OF VEHICLES				WEIGHTAG	DAILY	COMPONENT
		A (Rs.) INDICA TYPE	B(Rs.) INDIGO TYPE	C(Rs.) TAVERA TYPE NON	D(Rs.) SEDAN TYPE			
1	2000 KMS PER MONTH 12 HRS PER DAY(Monthly rate)	NON AC A1	NON AC 4 + 1 B1	AC 6 + 1 C1	NON AC D1	0.30	ON B & C FOR L 1 B1 30	IN L 1 0.30 X B1/30
2	300 KMS PER DAY 24 HRS (Daily rate)	A2	B2	C2	D2	0.20	B2 + C2 2	0.20 X (B2 + C2) 2
3	250 KMS PER DAY 24 HRS (Daily rate)	A3	B3	C3	D3	0.20	B3 + C3 2	0.20 X (B3 + C3) 2
4	120 KMS PER DAY 12 HRS (Daily rate)	A4	B4	C4	D4	0.10	B4 + C4 2	0.10 X (B4 + C4) 2
5	80 KMS PER DAY 8 HRS (Daily rate)	A5	B5	C5	D5	0.10	B5 + C5 2	0.10 X (B5 + C5) 2
	<u>Additional Rate</u> beyond the							

	<u>prescribed Km.</u>						
	Additional Rate. beyond the prescribed hours						

**PROFORMA FOR QUOTING FOR HIRING OF HEAVY VEHICLES**

SR.NO	BOOKING TYPE	TYPES OF VEHICLES		WEIGHTAGE ON B & C FOR L 1	DAILY BASE RATE	COMPONENT IN L 1
		E (Rs.)	F (Rs.)			
		20 SEATER BUS	LOADING MAHINDRA TYPE UTILITY VEHICLE			
<u>1</u>	250 KMS PER DAY 24 HRS (Daily rate)	E1	F1	0.05	$\frac{E1 + F1}{2}$	$\frac{0.05 \times (E1 + F1)}{2}$
<u>2</u>	120 KM PER DAY 12 HRS (Daily rate)	E2	F2	0.05	$\frac{E1 + F1}{2}$	$\frac{0.05 \times (E1 + F1)}{2}$
	<u>Additional rate beyond The prescribed kms</u>					
	<u>Additional Rate. beyond the prescribed hours</u>					

Lowest Rates will be calculated as per formula of L1 **based on previous booking pattern.**

In case lowest rate L1 is same for more than one firm, the summation of all the rates quoted in Annexure IV will be considered as lowest.

We have read the terms and conditions, specifications of quantities of the work and agreed to abide by them/ I/we agree to carry out the above work at the rate mentioned against each.

Name & Address of the Transporter(S).....

Sealed, if any.....

Note:

- I. The bidder should quote rate exclusive of taxes. Taxes, if any may be indicated separately.
- II. The cost evaluation/L1 will be decided on the least cost basis on monthly hiring as per formula given above.

ANNEXURE – V

DETAILS OF THE TAXI-CARS/TAXI-VANS POSSESSED BY THE TENDERER(S) IN HIS/HER AND/OR HIS/HER FIRM'S NAME

S.No	Make & Model	Taxi-car or taxi-van	Registration Number & Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Please attach the photocopies of the Registration Certificates duly Attested.

## PAYMENT CONDITIONS

- I. The daily dead mileage, i.e. from garage to duty place and back, will not be allowed for more than 10 Kms. both ways
- II. The rates shall be same for day as well as night hiring, i.e. nothing extra shall be payable for night hiring.
- III. Parking and Toll Tax shall be paid on the spot by the concerned transporter(s) (Through their drivers) and the same shall be reimbursed to the Concerned Transporter (s) on monthly basis as per actual by the concerned office.

Annexure – VII  
Check List

Tender No.

Specification No.

Specification for

Contract for hiring of taxis

Group A

Name of Bidder and Address

S. No.	Descriptions	Yes /No / Not Applicable	Remarks
1.1	Whether Bank Draft / Pay Order for the requisite earnest money/Bid Bond enclosed with the offer?		
1.2	If so, furnish the following		
I	Name of the Bank		
II	Value		
III	Number		
IV	Date of Issue		
V	Period of validity of the Bank Draft / Pay Order (it should not be for less than 165 days)		
2	Have the rates, prices and totals etc. been checked thoroughly before signing the tender?		
3	Has statement incorporating the deviations from the commercial terms and conditions of this Organisation has been prepared and enclosed with the offer?		
4	Whether the period of validity of the offer is as required in tender document. If not, mention the extent of variation in days.		
5	Whether the offer has been signed indicating full name and clearly as to whether it has been signed		
6	If the tenderer is seeking business with this Organisation for the first time, has he given the details of the parties to whom they tendered services have been provided in past along with their performance report?		
7	Are the pages of the tender consecutively numbered and an indication given on the front page of the tender as to how many pages are contained in the tender?		
8	Has the tender been prepared in sufficient details/clarity so as to avoid post tender clarifications/amendments?		
9	Whether Commercial bid and technical bid of the tender document duly filled in and submitted.		


