

INDIAN INSTITUTE OF TROPICAL METEOROLOGY (IITM)  
PASHAN, PUNE-411 008

Tender No. IITM/ Transport/2015/02

e-TENDER NOTICE

Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune-411 008, (India). Invites sealed separate tenders for following work (Part-I – Technical Bid, Part-II – Commercial Bid) in separate sealed covers from Contractors registered in the approved list of contractors of PWD/MES/ CPWD/ Railways/P&T/Industrial Experienced contractors and any other government departments inappropriate class for following work:

Name of work: HIRING SERVICES OF TAXI/TOURIST AGENCIES at IITM, Pashan, Pune

Tender documents can be down loaded from the institute website <http://www.tropmet.res.in> or e – procurement web site <http://eprocure.gov.in> and can also be obtained from the civil wing of the institute.

The tender document fee : Rs 1000-/, (Rs. One Thousand only)

**[Non Refundable] by demand draft drawn in the favour of Director, IITM Pune.**

Date of issue of tender documents	:	23/04/2015
Pre - Bid Meeting	:	29/04/2015 (1100rs)
Venue of Pre-Bid meeting	:	Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road Pashan - Pune 411 008
Last date of receipt of Tender at IITM, Pune	:	13/05/2015 (12300hrs)
Opening of Tenders (Technical Bids only)	:	13/05/2015 (1500hrs)

The Institute reserves the right to reject any or all tenders without assigning any reason thereof.

Civil Engineer  
For Director  
IITM, PUNE

**Indian Institute of Tropical Meteorology**  
Dr. Homi Bhabha Road, Pashan, Pune 411 008

**TENDER NOTICE**

**No.IITM/TRANSPORT/01/2015**

**HIRING SERVICES OF TAXI/TOURIST AGENCIES**

Indian Institute of Tropical Meteorology (IITM), Pune, an Autonomous organization under Ministry of Earth Sciences, Govt. of India is a premiere research Institute. It invites tenders from Pune based reputed and experienced taxi/tourist agencies in two parts i.e. **technical and financial bids** for Hiring Services. For tender form & further details, please visit our website **www.tropmet.res.in** The tenders completed in all respects should be submitted by 13.05.2015 up to 12.30 hrs. in IITM, Pune. **The approximate Annual contract value is Rs. 25 lacks (Rupees twenty Five lacks )**

The Director, IITM, Pune reserves the right to accept or reject any or all the prospective tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final & binding.

A pre-bid meeting will be conducted on in 29.04.2015 at 11.00 am in the Institute. Representative from the willing agencies may attend the pre-bid meeting on the above date, time and venue.

**Sd/-**  
**Sr. Manager**

Cost of Tender form: Rs.1000/-

## Indian Institute of Tropical Meteorology

(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)  
Dr. Homi Bhabha Road, Pashan, Pune 411 008

Tenders for technical and financial bids are invited on behalf of the Director, Indian Institute of Tropical Meteorology; Pune from **Pune based** reputed, experienced & registered contractors/agencies/organizations for providing taxi/tourist services to IITM. The details of the taxi/tourist services to be provided at IITM are as follows:-

Details	Validity of the contract	Remarks
Providing Taxi/tourist service on hire basis to IITM, Pune scientists/officers/staff as per their requirements.	Initially for one year. With a provision of extension as per need/requirement of IITM, at the discretion of Director, IITM.	Director, IITM, Pune may select more than one agency for providing the service at benchmark rates.

### A. Mandatory requirements:

The tourist agencies must meet the following mandatory requirements:-

1. Registration under Shops & Establishment Act.
2. Registration with Service Tax and Prof. Tax authorities.
3. The service agency must be having ownership of at least 10 tourist vehicles like Indica, Indigo, Tavera & Innova etc. of latest models i.e. January-2012 onwards in the firm's name/ proprietor's name. (attach copies of RC)
4. Clientele list with the performance certificate.
5. On award of the contract, the Agency/ Contractor must comply with the indents/requisitions as & when received from the scientists/officers of IITM. For this purpose the agency should have a good office set-up including net connected PC.
6. Minimum of 5 years' experience in providing Taxi/Tourist services in Govt./Reputed Pvt. Institutions.
7. Minimum annual turnover of **Rs.10 lacks** per annum (attach CA Certificate)

**B. Add-on preferable requirements:**

1. Agency's annual turnover between Rs.50 lacs to 1 crore.
2. Solvency certificate of Rs.10 lacs from any nationalized bank.

**How to submit tenders:**

Tourist agencies meeting the above-mentioned mandatory requirements may submit both technical as well as financial bids simultaneously in the separate tender forms prescribed for pre-qualification & financial bid. A demand draft in favour of the Director, Indian Institute of Tropical Meteorology, Pune of Rs.1000/- for the cost of tender form and another demand draft of **Rs.50, 000/-** as earnest money deposit (EMD) is required to be submitted along with technical bid. **Please note that tender received without EMD/Cost of tender form will be summarily rejected.** The financial bids of only those agencies who pre-qualify in the technical bid will be opened on stipulated date and time to be communicated later.

Desirous firms/agencies may obtain complete tender form from, Indian Institute of Tropical Meteorology, Pune 411 008 or download them from our website: [www.tropmet.res.in](http://www.tropmet.res.in). **Both the tenders in the prescribed format duly completed in all respects and supported by relevant documents should be submitted in two separate sealed envelope duly superscribed as "Technical bid" / "Financial bid" put together in a single envelope addressed to Director, IITM, Pune. Tenders should reach Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune -411008 on or before 13.05.2015 by 12.30 hrs. The technical bid will be opened on the same day at 3.00 p.m. in the presence of the Agencies/firms or their representatives, if any.**

If any information furnished by the agency is found to be incorrect at a later stage, it will be liable to be debarred from tendering.

The Director, Indian Institute of Tropical Meteorology, Pune reserves the right to accept or reject any or all the prospective tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.

**Sd/-  
Sr. Manager**

**CONTRACT DOCUMENT FOR PROVIDING TAXI/TOURIST SERVICES ON HIRE**

**BASIS INSTRUCTIONS/GUIDELINES FOR TENDERERS**

1. An affidavit as per Appendix-III should accompany the tender.
2. **This tender form along with Appendix should be submitted in original with the Technical Bid (Appendix –I). The rates should be filled in the Price Bid format (Appendix-II) and to submit in another sealed cover. Infringement of this condition shall render the tender liable to rejection.**
3. Each page of tender document should be signed by the tenderers with rubber stamp of the firm affixed on each page.
4. **Unsealed, conditional/ telegraphic/ fax tenders and tenders without Earnest Money Deposit or not on the prescribed form shall not be entertained.**
5. **Tenders must be accompanied with Earnest Money Deposit (EMD) of a sum of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft/ Pay Order or bank guarantee from a nationalized bank/Scheduled Bank and drawn in favour of Director, Indian Institute of Tropical Meteorology, Pune, and payable at Pune.**
6. No firm/ organization is exempted from furnishing the EMD under any circumstances.
7. EMD deposited with IITM in connection with any other tender will not be considered/ adjusted against this tender.
8. Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten.
9. The last date and time of receipt of tenders is up to 13.05.2015 by 12.30hrs. Tenders received after the due date and time shall not be considered. The tenderer will be responsible for timely submission of the tender documents, complete in all respects.
10. The Technical Bid shall be opened at 3.00 P.M on 13.05.2015 in the presence of indenting tenderer(s) or their authorized representatives who may wish to be present at that time.
11. The commercial bids of only technically qualified bidders will be opened.
12. In case the date of receipt or opening of tenders is declared as a Govt. holiday then the date of receipt/ opening of the tender will be the next working day at the same time.
13. The Director, IITM, Pune in public interest reserves right to accept or reject any or all tenders without assigning any reason and also to impose/ relax any term and conditions of the tender.

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**APPENDIX-I**

<b>TECHNICAL BID</b>	
<b>FOR PROVIDING TOURIST VEHICLES</b>	
1.	Name of the Proprietor & Organization/ Firm, location of office with complete address with Telephone/ Fax/mobile nos. and e-mail address.
2.	Does the firm have an experience of providing tourist services in a single contract with any Autonomous Body/ Government Organization/Private sector where the minimum number of vehicles provided was more than 10 in the last five years? If yes, submit names of minimum three (3) organizations(s) along with a certificate certifying that the applicant firm has executed a contract, satisfactorily.
3.	Details of present job contracts, clientele list with performance certificate.
4.	Financial resources, assets in terms of firm's property (fixed and moveable) held.
5.	Service Tax/Professional Tax registration. Copy of the same may be attached.
6.	Registration under Shops & Estt. Act. (Attach a A copy of same)
6.	Whether copy of the deed in case of B partnership firm enclosed?
7.	Has the firm attached Appendix containing scope of work, terms, etc. duly signed on all pages?
8.	Has the firm attached an Affidavit in the prescribed format as at Appendix-III?
9.	Details of EMD of Rs. 50,000/- in the form of Demand Draft from a Nationalized Bank/Scheduled Bank.
10.	Annual turnover (Attach a copy of latest audited Balance Sheet/CA Certificate).
11.	Latest Solvency certificate of Rs. 10 lakhs issued by a nationalized bank.
12.	TAN & PAN of the firm
13.	Whether list of tourist vehicles owned by you, along with model & manufacture year is enclosed.
14.	Does the agency have a good office set-up including net connected PC & staff on duty for 24 hrs & weekly off to comply with the requisitions received through e-mail.
15.	Bank details required for RTGS payment (enclosed copy of cancelled cheque)

Place:

Date:

Signature of Tenderer

Name & Address.

## **PROVIDING TOURIST SERVICE AT INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE**

### **I. SCOPE OF WORK/CONTRACT**

The tourist agency will provide the vehicles in such a number as required by the Scientist/Officers of INDIAN INSTITUTE OF TROPICAL METEOROLOGY from time to time. It is mandatory for the contractor to comply with the requisitions of the IITM Scientists/Officers. In any circumstances the requisition should not be refused. Drivers should be instructed to open or close the doors as the case may be, each time of entry in & exit of the customer from the vehicle.

### **II. DEFINITIONS**

In the contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to except where the context otherwise requires:

- IITM shall mean INDIAN INSTITUTE OF TROPICAL METEOROLOGY having its offices and establishments at Dr. Homi Bhaba Road, Pashan, Pune-411008
- Contract shall mean the notice inviting the tender and document, the tender and acceptance thereof and the formal agreement, if any executed between IITM and the tenderer together with the documents referred to therein including these conditions with appendices and special conditions, rates and amounts and schedules of rates including all revisions, additions and deletions. All these documents taken together shall be deemed to form one contract and shall be complimentary to one another.

### **III. SUB-CONTRACTING**

The contractor shall not be allowed to sub-contract any part of the contract without the prior consent of IITM. (If such consent is given, this shall not relieve the tenderer from any liability or obligation under the contract and he shall be responsible of the acts/ defaults and neglects of any sub-contractor, his agents or workmen as if they were the acts, defaults or neglects of the tenderer, agents or workmen.)

### **IV. PERIOD OF CONTRACT**

The contract shall be initially for a period of one year with provision for further extension of two more years subject to satisfactory performance of services and compliance of “terms and conditions of the agreement by the contractor.”

## **V. GENERAL TERMS AND CONDITIONS:**

### **1. Registration/ execution of the agreement:**

The successful bidder shall be required to execute an agreement on the format approved and supplied by IITM on stamp papers of appropriate value at his own cost.

### **2. Earnest Money Deposit/ Security Deposit:**

A sum of Rs. 50,000/- (Rupees fifty thousand only) should be submitted as earnest money deposit (EMD) along with the Technical Bid in the form of Demand Draft / Pay Order or bank guarantee valid for 180 days from a nationalized/scheduled bank drawn in favour of Director, INDIAN INSTITUTE OF TROPICAL METEOROLOGY payable at Pune. The successful bidder shall submit the performance security of Rs. 50,000=00 (Rs. Fifty thousand only) shall be required to furnish the Security deposits of Rs.50,000.00 (Rs. Fifty thousand only) . The EMD of the successful bidder will be converted in to performance security deposit, IITM before signing the agreement.

### **3. Revocation of Security/ Bank Guarantee:**

Director, IITM shall have absolute rights and powers for the revocation of said security deposit/ bank guarantee, in case of breach of any clause of this Contract without any prior notice and no claim whatsoever on this count shall be entertained.

### **4. Payment Terms :**

- a) No advance payment will be made.
- b) Monthly bills will be process for payment within 15 days from the submission of the monthly bill.
- c) Performance security: Successful bidder have to deposit an amount of Rs. 50,000/- towards performance security, EMD paid will be adjusted against performance security.

### **5. Commencement of work:**

The Contractor is required to commence the work tentatively **w.e.f. 01.06.2015**

### **6. Identification:**

For the purpose of proper identification of the employees & drivers of the contractor deployed



at IITM, the contractor shall himself issue them the identity cards/ identification document at his own cost and they shall be duty bound to display the identity cards at the time of duty.

#### **7. Uniform:**

The wearing of neat and clean uniforms by the Drivers of agency deployed for duty in the IITM shall be compulsory.

#### **8. Supervisory Control:**

The persons/Drivers so deployed shall be under the overall control and supervision of the contractor. The contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of peace and protection of persons and property of the IITM. The persons /Drivers deployed will be directly under the control of the officer-in-transport cell or under the controlling officer nominated by the Director IITM Pune

#### **9. Medical Examination and Verification of antecedents:**

The contractor will ensure that employees are medically fit and free from communicable disease. The antecedents of the person to be provided by the Contractor will be got verified from the appropriate authority by the Contractor at his own level.

#### **10. EPF/ ESI/ Bonus/ Minimum wages:**

The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, under the Minimum Wages Act, P.O. Act, ESI Act, Bonus Act, etc. as applicable and amended from time to time. The contractor shall be responsible for deposit of employees ESI/ EPF with the concerned department/ authorities at his own level and maintenance of such record as per rules.

#### **11. TDS:**

Income tax shall be deducted from the bills of the contractor at source at the rates as applicable from time to time, in accordance with the instructions/ rules applicable in this regard.

#### **12. Liability of the contractor to indemnify:**

Contractor shall be responsible for making good loss caused to the property of the IITM. In

case any employee of the contractor so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the contractor concerned to contest the same. In case the IITM is also to implead as a party, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to the IITM by the contractor in advance or on demand.

Further, the contractor shall ensure that no financial or any other legal liability comes on the IITM in this respect at any time for the acts done by the personnel of the contractor.

### **13. Deficiency in service/ Disobedience by staff:**

In case of any deficiency in services or disobedience by the staff & drivers so deployed by the contractor, the Director, IITM shall be at liberty to impose a penalty as may be deemed fit up to Rs. 500/- for each such lapse after giving an opportunity of being heard in person. The decision of the Director, IITM shall be final and binding on the contractor. The IITM shall have further right to adjust, readjust, or deduct any of the amounts as aforesaid from the payment to be made to the Contractor under this contract or out of the security deposits of the contractor.

### **14. Termination of the Contract:**

The contract may be terminated in the event of occurrence of any of the following contingencies:

- a) Without any prior notice on the expiry of the contract period.
- b) By giving one months notice in case:
  - i) The contractor provides unsatisfactory services on more than three occasions.
  - ii) The contractor assigns the contract or any part thereof to any other person for subletting the whole or a part of the contract.
  - iii) The contractor is declared insolvent by any court of law.
  - iv) The contractor is not interested to complete/ continue the contract. "Provided that during the notice period for termination of the contract, the contractor shall continue to provide the services as before till the expiry of notice period."

### **15. Transfer of Liabilities:**

In the event of exigencies arising due to the death, infirmity, insolvency of the contractor or for any other reasons or circumstances, liabilities of the contract shall be borne by the following on such terms and conditions, as the Director, IITM may decide in public interest:

- Legal heirs in case of sole proprietor.

- The surviving partners in the case of a firm, otherwise, IITM shall reserve the right to settle the matter according to the circumstances of the case as he may decide.

#### **16. Jurisdiction**

The courts at Pune only shall have the jurisdiction for the purpose of this agreement.

#### **17. Arbitration**

In the event of any dispute or difference arising out of or in any way touching or concerning this agreement whatsoever the same shall be referred to the sole arbitration of the Director whose decision thereon shall be final and binding on the parties thereto.

#### **18. Important dates**

**Closing time and date of receipt of tenders by 12.30 hrs. on 13.05.2015. Opening of Technical Bids at 3.00 P.M 13.05.2015.**

**Opening of Financial Bids of technically qualified tenders will be communicated later.**

#### **19. Submission of tenders**

Sealed tenders are to be submitted in separate two parts i.e. **Part-I** containing technical competence and related documents as required along with EMD of Rs. 50,000/- (Rupees fifty thousand only) and **Part-II** containing price bid in the enclosed prescribed format (Appendix-II) in sealed envelopes. These two envelopes may be put in a single envelope and superscribed as "Tender for providing the taxi/tourist Round-the-Clock at IITM" and addressed to the Director, IITM, Pune.

**20.** Director, IITM may enter into contract with more than one agency simultaneously.

**21.** The Director, IITM in the public interest reserves all rights to accept or reject any or all tenders without assigning any reason and also to impose/ relax any term and condition of the tender.

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**AFFIDAVIT**

I/We \_\_\_\_\_

(Name)

Contractor/ Partner/ Sole Proprietor (strike out word which is not applicable) of the (Firm) \_\_\_\_\_

do hereby solemnly affirm and declare that the individual firm/ companies are neither black-listed by the Union or State Government nor any Partner/ Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/ our firm.

**DEPONENT**

Address: \_\_\_\_\_

Verification:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

**DEPONENT**

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

(Note: To be furnished on non-judicial stamp paper duly attested by the Notary)

**APPENDIX - II**

**FORM OF FINANCIAL BID FOR PROVIDING TOURIST SERVICE TO IITM**

<b>Car Type</b>	<b>Indica A/c</b>	<b>Indigo Ac</b>	<b>Tavera Ac</b>	<b>Innova Ac</b>	<b>M-swift Dzire Ac</b>	<b>Xylo</b>
4/40 km						
8/80 km						
Pune A/P Drop/Pickup Single point						
Mumbai A/P Drop/ pickup [max 5hrs/ 175 km] Including Toll						
For Outstation & Mumbai return Minimum 300 Km						
Extra km						
Extra hour						

<b>Mini Bus</b>	<b>Rate Per Month in Rs.</b>
32 seater Mini bus for students pick from Sus gaon and drop to IITM and vise versa on monthly basis daily approximately running would be 20 kms. Charges should be quoted on monthly basis	

**\* Rate should be quoted from / to IITM.**

1. Toll/parking charges will be borne by IITM subject to production of receipts of payment made.
2. No Night halt charges are payable.

Signature

(Rubber stamp bearing name of Signatory name & address of the agency)

Certified that I/ We have read the instructions given in the tender documents. I/ We undertake to supply the required tourist service to IITM on the rates mentioned above and shall be solely responsible to discharge the liabilities/administrative charges, if any I/ We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

Signature of  
tenderer

DATE: (Rubber stamp bearing name of Signatory

Name & Address of the agency) Tele  
No./FaxNO./Mobile No.

### Instructions to be given to Drivers:-

1. Drivers should be present in full neat and clean uniform. Drivers should be polite.
2. Drivers should open the door and carry luggage for depositing in the dickeys without creating a situation which would embarrass IITM scientists/officers.
3. Drivers should follow all the traffic rules while on duty
4. Drivers should carry cell phone while on duty and should not attend to calls while driving. They should stop the vehicle at the roadside and attend to calls.
5. Drivers should not ask for any favour from our scientists/officers.
6. Drivers should make their own arrangements for tea, breakfast, lunch, dinner, night halt etc.
7. Drivers should not go away without informing the concerned officer travelling in the vehicle.
8. Drivers will carry umbrella while on duty during rainy season.
9. Feedback form should be obtained from the user and the same should invariably be attached to the bill. No bill will be accepted for payment without the feedback form.
10. Drivers should carry all valid documents which are necessary for running tourist taxi.

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**Indian Institute of Tropical Meteorology**  
Dr. Homi Bhabha Road, Pashan, Pune 411 008

**TENDER NOTICE**

No.IITM/TRANSPORT/01/2015

**HIRING SERVICES OF TAXI/TOURIST AGENCIES**

**Commercial Bid**

**Vol-II**

**FORM OF FINANCIAL BID FOR PROVIDING TOURIST SERVICE TO IITM**

<b>Car Type</b>	<b>Indica A/c</b>	<b>Indigo Ac</b>	<b>Tavera Ac</b>	<b>Innova Ac</b>	<b>M-swift Dzire Ac</b>	<b>Xylo</b>
4/40 km						
8/80 km						
Pune A/P Drop/Pickup Single point						
Mumbai A/P Drop/ pickup [max 5hrs/ 175 km] Including Toll						
For Outstation & Mumbai return Minimum 300 Km						
Extra km						
Extra hour						

<b>Mini Bus</b>	<b>Rate Per Month in Rs.</b>
32 seater Mini bus for students pick from Sus gaon and drop to IITM and vise varsa on monthly basis daily approximately running would be 20 kms. Charges should be quoted on monthly basis	

**Rate should be quoted from / to IITM.**

1. Toll/parking charges will be borne by IITM subject to production of receipts of payment made.
2. No Night halt charges are payable.

Signature

(Rubber stamp bearing name of Signatory  
name & address of the agency)

Certified that I/ We have read the instructions given in the tender documents. I/ We undertake to supply the required tourist service to IITM on the rates mentioned above and shall be solely responsible to discharge the liabilities/administrative charges, if any I/ We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

Signature of tenderer

DATE:  
(Rubber stamp bearing name of Signatory)

**Name & Address of the agency:  
Tele No./FaxNO./  
Mobile No.**