



भारत सरकार - रेल मंत्रालय
अनुसंधान अभिकल्प और मानक संगठन
लखनऊ - 226 011
EPBX (0522) 2451200
Fax (0522) 2458500

Government of India-Ministry of Railways
Research Designs & Standards Organisation
Lucknow - 226 011
DID (0522) 2450115
DID (0522) 2465310



No. R2/67/Misc. (Part-1)

Date: 07.05.2019

QUOTATION NOTICE

Name of the work :	Hiring of 01 no. Non-AC Taxi (Honda Amaze, Ertiga or Ascent) for Research Directorate, RDSO, Lucknow.
Approximate cost of the work:	Rs. 323730.00 (Including GST)
Security Deposit:	Rs. 32373.00 (to be submitted by successful bidder)
Date of opening of Quotation	15.05.2019 at 15:00 hrs.
Completion period:	12 months from the date of signing the Contract Agreement

Sealed quotations are invited as per work schedule attached for hiring of 01 No Non-AC Taxi (Honda Amaze, Ertiga or Ascent) for Research Directorate, RDSO in the office of Jt. Dir/Research at Research Directorate, Administrative building of RDSO, Lucknow for a period of 12 months from the date of signing the Contract Agreement.

Important points to be noted by the tenderers before submission of their offers:

1. Quotations in a sealed envelope duly signed along with other terms and conditions (if deviated from the Annexure B) may please be submitted in the office of undersigned latest by 15.05.2019 at 14:30 hrs. Tenderer shall sign each page of his offer and documents enclosed with the offer.
2. The quotation will be opened on the same day at 15:00hrs.
3. Tenderer should submit **Earnest Money @ 2% of Estimated cost that is Rs. 6480 [Rupees Six thousands four hundred eighty only]** in the form of Bank Draft or FDR pledged in favour of Executive Director/Finance, RDSO Lucknow. The offer without valid Earnest Money will be summarily rejected.
4. If the date of submission/opening of quotation declared as holiday, the date of submission/opening would be next working date on same time & venue.
5. Annexure A is the Work Schedule for the subject work and the blanks will be filled up by the tenderer.
6. Annexure B is the list of Terms & Conditions for the subject work.

(Signature)
07.05.2019

(V.K.Khetrapal)
Jt. Director/Research

WORK SCHEDULE

S.No.	Particulars	Unit	Rate (Rs).	Total amount for 12 months (Rs).
1.	Hiring Charges for 312 Hrs./1200 km per month (Non AC)	Rs. per month		
2.	Extra Charges per km for run beyond 1200 km (Non AC)	Rs. per km		--
3.	Extra per hour charges for detention beyond 312 hrs.	Rs. per hour		--
4.	Night charges (for supply of vehicle after 10:00 pm and before 06:00 am)	Per night		--

The rates mentioned above, are inclusive of all taxes with fuel, toll taxes, octroi & salary of driver/ staff and no other charges will be claimed.

(Name & Signature of Tenderer)

TERMS AND CONDITIONS FOR HIRING OF TAXI (NON-AC) TO RESEARCH DIRECTORATE OF RESEARCH DESIGNS & STANDARDS ORGANISATION, MINISTRY OF RAILWAYS ON YEARLY BASIS

1. It would be required to send the vehicle at above rates as and when required by the Research Dte of RDSO/Ministry of Railways, Lucknow.
2. Rates are to be given in words as well as in figures. In case of any discrepancy among two rates, the rates given in words will be taken as final.
3. The Tenderer will provide Bank name, branch address, A/c no. and specified bank details i.e. CBS A/c No., MICR Code, IFSC Code, etc. along with GSTIN for payment purposes.
5. Month means calendar month.
6. Income Tax as per rates applicable shall be deducted at source.
7. All taxes legally liable shall be borne by the contractor. Nothing extra will be paid.
8. All the terms and conditions will be applicable during contract period and extension, if any, also. Hiring period of taxi would be one year from the date of signing the contract.
9. The rates accepted for hiring of the vehicle will be inclusive of all charges such as driver, fuel, toll taxes, octroi, repair, beakdown & maintenance of vehicle or any other charges on account of vehicle. No additional charges in any form will be admissible.
10. No extra charges will be admissible at the time of fuel price hike. The accepted hiring rate will be constant during the contract period and also subsequent extension, if any.
11. All taxes legally liable shall be borne by the contractor. Nothing extra will be paid.
12. The duty hours of the hired vehicle will be **312 hours/1200 km** in a month.
13. Date of completion of the work will be twelve months starting from the date of signing the contract.
14. The Vehicles of model 2017 onwards only are to be supplied and should be registered as **TAXI in the State Transport office.**
15. The firm/ tenderer shall have ownership of the vehicle. The vehicle should also be duly registered with RTO, all taxes paid upto date and with proper comprehensive insurance cover & pollution control certificate etc. The vehicle and original documents will be required to be produced for inspection before Jt. Director/Research /RDSO for inspection. Over all operation will be controlled by Jt. Director/Research. In case of default, the contract may be terminated forthwith.
16. The vehicle should be free from abnormal vibrations and noise.
17. The wipers must remain in working condition and rain water must not leak inside the vehicle through glasses, roof, windows, doors etc.
18. The vehicle being supplied should be free from dents, scratches and the condition of paint should be good and the exterior duly polished.
19. The upholstery should be in excellent condition without, any patch work. It should be covered with neat & clean white (**Teri-cot cloth**) seat covers, which must be changed on weekly basis.
20. The firm will be responsible to ensure complaint free service and good behavior of driver.
21. The firm will ensure punctuality of the timing in supply of vehicle and driver. Default if any, shall be at risk and cost of the contractor.

22. The firm will ensure to accept booking for the vehicle and supply the vehicle round the clock i.e. at any time during day/night. The firm will be responsible to ensure punctuality of the timing in the supply of vehicle. Default, if any, shall be at risk and cost of the contractor.
23. The driver must attend the duty on time and in proper, neat and clean uniform (white pant-shirt). The driver must also wear the name badge and has identity card issued by the Contractor & hold a valid driving license.
24. In case of change of vehicle or driver on account of servicing/repairs of the vehicle or driver being on leave, advance intimation & arrangement of standby vehicle/driver will be made by the Contractor. Frequent changing of driver without prior intimation to Jt. Director/Research or his office shall not be permitted.
25. The Security money will be 10% of the Contract value i.e. Rs. 32373.00 (Rupees Thirty two thousand three hundred and seventy three only) and the same should be submitted within 10 days from the receipt of LOA. It should be in the form of either Demand Draft, FDR/deposit receipt or pay order of any nationalized bank in favor of **Executive Director/Finance, RDSO, Lucknow**. If it is not deposited within stipulated period, it will be recovered, from the running bills. This security money shall be refunded without interest on termination or completion of Contract. In case any penalty or any liability of any kind, imposed by Jt. Director/Research, RDSO, Lucknow on the firm on account of unsatisfactory service of vehicle, is not recovered from the firm, the same shall be adjusted against the security deposit.
26. No mileage of unsatisfactory service or the vehicle being not in good working condition will be allowed. Jt. Director/Research RDSO, Lucknow shall have the right to impose any penalty as deemed necessary based on the merits of individual occasion and his decision in this regard shall be final.
27. Jt. Director/Research, RDSO, Lucknow shall reserve the right to reject the offer or terminate the contract at any time during the contract period without assigning any reason.
28. The kilometer-age for the purpose of 'Vehicle-run' shall be reckoned from the office/garage of the firm to the reporting point and after duty from relieving point to the office/garage of the firm subjected to the condition that these distances shall not exceed 5 kilometers each side. **Only 15 minutes** will be allowed both ways for reporting and off duty for the purpose of charges. The hired vehicle as per contract shall be allotted to the users i.e. Exe. Director/Research and other officers of Research Dte and they will fix the duty hours of the hired vehicle according to their administrative convenience but the total number of hours and kms in a month will be the same as per the contract.
29. The contractor shall provide 24 hrs. manned Telephone/Mobile for booking of vehicle, even during odd hours.
30. Driver shall be provided mobile phone, so that he can be contacted as & when required.
31. Bills for hiring taxi for any month shall be verified as per log book and prepared in the first week of the following month by Research Directorate.

32. Night charges will be paid for use of vehicle after 10:00 pm and before 06:00 am for each & every time on such occasion. It needs to be verified by the user and these are to be mentioned in the offer.
33. No other mileage in any form will be allowed from garage to office or place of duty and back.
34. In case of any other dispute of any kind and in any respect whatsoever, the decision of ED/Research, RDSO shall be final.
35. The rates accepted shall not be revised or altered during the currency of the contract period.
36. The driver of the vehicle shall maintain a log book & should get it signed daily by the users and put up the same on daily basis to SSE/JE/Research/RDSO. The log book shall be available & kept in the vehicle at all times & shown/produced in original on demand by ED/Research or his authorized personnel at any time.
37. In case of log book found unsigned; no payment will be made for the said period to the firm.
38. A photocopy of log book of the month for which the bill is being submitted shall be provided by the tendere at the time of submission of monthly bills.
39. In case of any miss-happening/accident to person/material (Vehicle) of the Contractor or 3rd party, Research Designs & Standards Organization, Ministry of Railways shall not be liable during the currency of the contract. The sole liability shall be of the Contractor and a substitute vehicle will be provided by the contractor in place of the accidental vehicle if need be.
40. No mileage will be allowed for the drivers to take Lunch/breakfast. Run of the vehicle on this account, if any, will be deducted from the recorded kilometer-age/hours.
41. One rest will be given to the driver in a week; however rest day can be changed on administrative requirement. The contractor will be required to provide vehicle irrespective of any holidays, based on requirement.
42. The firm shall be responsible for punctuality in the supply of the vehicle. Default, if any, shall be at the risk and cost of the firm/tenderer.
43. No payment will be payable to the firm on supply of other than prescribed vehicle.
44. The firm shall be required to submit one set of Xerox copy of complete documents of vehicle (i.e. RC, Insurance papers, Pollution under control certificate, Road tax papers and Permit) at the time of submitting quotation to this office.
45. The contract is for one year but can be extended after/terminated before, by Exe. Director/Research/RDSO, Lucknow.
46. This contract is valid for twelve months from the date of signing the contract agreement.
47. **Penalty Clauses:**
 - a) The vehicle being sent by the Contractor will be inspected by SSE/JE/Research, RDSO, Lucknow at his discretion any time during the validity of the Contract. In case of Non-compliance of any of the condition regarding condition of vehicle and the performance of the driver, a minimum penalty of Rs. 2,000.00 (Rs. Two thousand only) can be imposed on defaulting contractor.

- b) If the vehicle goes out of order for any reason whatsoever, the contractor shall provide an alternate arrangement within one hour, failing which a minimum penalty of Rs. 2,000.00 (Rs. Two thousand only) shall be imposed in addition to deduction of rental charges on proportionate basis, on every occasion.
- c) The firm shall be required to supply vehicle within 20 minutes from receipt of the call. Record of which shall be maintained by SSE/JE of Research Dte. In case of non-compliance, penalty of Rs. 25/- per 15 minutes delay shall be imposed on the firm, on every occasion.
- d) Frequent change of driver without prior information to ED/Research or his authorized nominee or his office shall not be permitted. In case of requirement of change of driver due to some unavoidable reason, the contractor shall inform the office of ED/Research or his authorized personnel in advance, if not complied minimum penalty of Rs. 1000.00 (Rs. One Thousand only) shall be imposed on every such occasion.

48. Provisions of GCC for Service January 2018 as amended from time to time shall be complied with by the tenderer wherever applicable.

49. Payment Terms:

- i) Payment shall be made on monthly basis on submission of bills to Research Directorate of RDSO, Lucknow.
- ii) Bills for hiring taxi for any month shall be verified as per log book and prepared in the first week of the following month by Research Directorate.
- iii) A photocopy of each page of log book of the month for which bill is being claimed, shall be provided by the firm at the time of submission of monthly bills.
- iv) The bill will be verified and forwarded to the accounts for payment after deduction of taxes in vogue from bills, if any.
- v) The firm shall mention name of the work and reference of agreement in the bills as well as name of the bank, branch, A/c no., bank code, MICR code, IFSC code, GSTIN and PAN no. for payment purpose.

50. Other conditions:

It shall not be obligatory on the Research Dte to accept the lowest offer and also he/she always be at liberty to reject or accept any offer or offers at his/her sole discretion and any such action will not be called into question and no contractor shall have any claim in the regards against the Indian Railways.

If the contractor deliberately gives wrong information in his offer, RDSO reserves the right to reject such tender at any stage.

Undertaking

I/We accept the terms and conditions laid down in Paras 1 to 50 and bind ourselves to abide by them.

(Signatures with seal of Tenderer)