

**Tender Notice for hiring Taxi services on contract basis for use of iCISA, A-52, sector 62, institutional area, Phase-II, Noida-201309, Uttar Pradesh.**

Ref:-iCISA/procurement/2024-25/Vol.II /154

Date: 05 -03-2025

Sealed lump sum tenders are hereby invited on behalf of Director General, iCISA, Noida from experienced firms:

Name of the work	Issue of Blank Tender Document	Last Date of Tender Submission
Pick-up and drop taxi services	From 05-03-2025 to 18- 03-2025 up to 03.00 PM	20-03-2025 up to 5.00 PM

1. Blank tender documents (non-transferable) for above work shall be issued from 05-03-2025 to 18-03-2025 on working days from the office of the Director General, ICISA, A-52, sector 62, Institutional area, Phase - 11, Noida-201309, Uttar Pradesh. The intending tenderers can also download the complete tender document available on the web site: [www.icisa.cag.gov.in](http://www.icisa.cag.gov.in) and submit the same along with the supporting documents, on or before the due date and time of submission.

2. Intending tenderers should have valid registration with appropriate authorities for statutory taxes as applicable.

3. The tender documents duly completed may be submitted at the office of the Director General, ICISA, A-52, sector 62, institutional area, Phase - II, Noida-201309, Uttar Pradesh till 20-03-2025 up to 5.00 PM. Technical bid of the parties shall be opened on 21-03-2025 at 04.00 PM

4 Two bid system would be followed. Sealed bid containing two separate envelope for Technical and Financial bid may be submitted. The envelope may be **super-scribed** as **Technical bid** and **Financial bid (Technical and Financial Bid proforma attached as Form 1 & 2 below)**.

5. The opening of the price bids of technically qualified parties shall be informed in due course.

6. Canvassing, whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be summarily rejected.

7. iCISA reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

**Yours Sincerely,**



Sr. Administrative officer (Procurement)

iCISA, A-52, Sector 62,

Institutional Area, PhaseII,

Noida-201309, Uttar Pradesh

**NOTICE INVITING TENDER**

The O/o the Director General, International Centre for Information Systems & Audit (iCISA), U.P., Noida invites Sealed Tenders from reputed Firms / Companies engaged in rendering pick-up and drop taxi services, as and when called for, having fleet of vehicles with R.T.O. registration as a "Commercial Vehicle" in excellent condition for use of this office for a period of 1 years (Minimum) preferably having a minimum of three years experience in this field. The details are as under:

**I. TENDER PROCESS**

1. The present Tender is for submission of Bid along with copies of necessary documents for supply of vehicle in office of the Director General, iCISA, U.P., Noida. The last date for submission of bids is **20/03/2025 by 05.00 PM**. The Bid/tender form in the proforma prescribed in Annexure-1 (Technical bid) & Annexure - 2 (Financial bid) complete in all respects shall be submitted addressed to the Sr. Audit Officer/Procurement, O/o the Director General, iCISA, U.P., Noida-201309 **by the date i.e. 20/03/2025 by 5.00 p.m.** The sealed covers should be super scribed with Supply of vehicle for pickup and drop services in office of the Director General, iCISA, U.P., Noida-201309.

2. Interested Travel Agencies/firms are requested to furnish the Taxi rates for a period of one year. The bid should be submitted as per two bid system i.e. Technical Bid and Financial Bid separately in two different sealed envelopes. These envelopes should be super-scribed "Technical Bid" in form- I and "Financial Bid" in form-2 respectively. Both the sealed envelopes should be put inside another bigger sealed envelope which should be super-scribed "TENDER FOR HIRING OF VEHICLE FOR PICKUP AND DROP SERVICES- and the bid should be addressed to the Sr. Audit Officer/Estate. O/o the Director General, iCISA, U.P., Noida-201309.

3. Date of issue of tender documents is 05.03.2025, Last date for submission of tenders is 20.03.2025 up to 05:00 PM. Tenders received after the last date will not be entertained. The tenders will be opened, on 21.03.2025 (4:00 PM)

4. **Submission Documents:** The bidder shall submit bids as per formats and copies of documents prescribed in Annexure-1 & 2 along with application form duly filled and signed as per Annexure-3. The bidder should submit bids along with copy of all the required documents.

5. Incomplete bid documents shall be rejected. Late submission of bids shall not be accepted.

## **II PRE.QUALIFICATION CONDITIONS**

The bidders fulfilling the following criteria are eligible to bid for tender.

1. The Vendor should have (i) valid Permanent Account Number (PAN), (ii) Goods & Service Tax registration, and should be able to produce the copy/ documentary evidence of the same.
2. The bidder shall have experience of minimum 3 years in the similar field (Govt., PSU etc.). The documentary evidence for each of the above should be enclosed along with self-attested performance letter.
3. The Bidder should have their registered office in NCR, preferably Noida.

**Note:** - The bid should include copy of all the necessary documentary evidence in support of all the conditions mentioned.

## **III STANDARD TERMS AND CONDITIONS**

1. Initially the contract will be valid for a period of 01 (one) year with effect from date of engagement and this may be extended for further period as mutually agreed by both party at same rate.
2. The rates shall remain fixed for the contract period.
3. The vehicle shall be provided within half an hour of such request.
4. The vehicle should have 'comprehensive insurance'. The cleaning and servicing of the vehicle, fuel charges, insurance upkeep of vehicle and meeting contingencies shall be responsibility of the service provider.
5. The Contractor shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned Government agencies. The user office will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
6. The driver of the car should have a valid driving license, having an experience of at least three years, should be familiar with the city roads and be adept in using GPS enabled Maps. The driver should be neatly dressed up, well-mannered and be disciplined. He should not be in inebriated state. Smoking and tobacco is prohibited during driving.
7. The Driver put on the job by the contractor must always possess valid driving licence. Registration papers, road tax paid receipts, interstate permits etc.
8. The driver's provided with the vehicle must be physically/medically fit, professionally and legally competent in all respects, holding valid licence prescribed under prevailing motor Vehicles Act and Rules. Driver shall wear clean uniform, also having Photo Id Card.

#### IV- Others: -

1. The bidder is required to quote the base rental amount and GST element separately. The base amount should be all inclusive only exception being the toll and parking charges.
2. The toll charges and parking fee shall be reimbursed by iCISA on actual basis over and above the base rental amount.
3. The vehicle may be fitted/provided with the following accessories/utilities:

<b>Sl. No.</b>	<b>Required Criteria</b>
1	Clean seat covers, preferably white colour
2	Music system
3	Tissue Paper Box
4	Mobile charger
5	Car Perfume
<b>Desirable Criteria</b>	
1	Reading lamp
2	Umbrella during Monsoon
3	First Aid Box

4. The user office shall have the right to reject the vehicle if not found satisfactory.
5. In case the driver with the vehicle fails to report at the required time/place and the office has to make alternative arrangement of his/her own, charges paid for the arranged vehicle will be deducted from the bills of the firm and a penalty of Rs.250/- will be imposed for the failure on the part of the contractor.
6. The vehicle should be registered as Commercial vehicle with RTO and a copy of RC book, valid insurance and PUC should be submitted to this office. The Driver will always keep original registration certificate, pollution free certificate and other such documents ready as required by the Government Authorities for inspection.
7. In case of a breakdown of the vehicle en-route during the course of operation, contractor has to provide a substitute within half an hour. The responsibility of transporting the incumbent of the vehicle to the destination shall be borne by the contractor. In case the contractor is unable to provide an alternate, a penalty of Rs.500/- will be imposed for the day in addition to deduction of day's charge on pro-rata basis and also the actual charges incurred by the user for transportation of the officer for that day.
8. The agency must have a 24 hours working telephone system so that the requirement of cars can be met at short notice at odd hours/ holidays.

9. The user office reserves the right to cancel the contract at any time owing to unsatisfactory performance. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract the same would be paid to him as per the contract terms.
10. The user office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car(s)/driver(s) while performing duty for the user office. All liabilities legal or monetary shall be borne by the firm.
11. The vehicle deployed on the job should be fit in all respects for operation in accordance with the prevailing Motor Vehicles Act and Rules, amended from time to time and their relevant valid RTO documents like RC book, insurance certificate, fitness certificate etc. must be available with taxes, levies fees paid upto date. The contractor shall be exclusively and solely responsible for any lapse in this regard and the user office stands completely indemnified by the contractor against such defaults.
12. The contractor shall be liable to honour Central and State Govt. laws, statutory rules, regulations, notifications like legislation, local self-government/Municipal requirements, etc and shall be solely responsible for any breach there off. The user office stands indemnified against and penalty/prosecutions consequent to the violations (deliberate or inadvertent) by the contractor or his employees, representatives etc. of such statutory provisions in force.
13. The contractor shall indemnify the user office against any or all claims, which may arise under the motor vehicles Act or Workman's compensation Act or any other act stature having bearing over the services and for engagement of workmen, directly or indirectly for performance of work under the contract.
14. The contractor shall indemnify the user office and its employees against any penalties as PRINCIPAL EMPLOYER, for any failure on his part to honour various Central/State Government laws/enactments.
15. The contractor shall be fully responsible for any accident and shall be liable to pay compensation etc. as per rules enforced by the Government from time to time.
16. Log Book Resister: The progress of distance travelled by vehicle of the contractor shall be maintained by the office and payment will be made on the basis of same.

#### 17. PAYMENTS TERMS

1. The payment shall be generally made to vendor within 30 working days of receipt of the bill.
2. The service provider understands that the rate quoted by him /her are inclusive of
  - a) Fuel costs
  - b) Night charges, in case of night services
  - c) GST
  - d) Service charges

19. Further, the following incidents will be considered as breach of contract and will result in immediate termination of services

- a) Invalid registration papers of vehicles deployed.
- b) Operating vehicles without or expired comprehensive insurance coverage with unlimited liability of risk.
- c) Tampering with odometer
- d) Any attempt to forge service-related documentation

**Annexure-1**  
**Technical Bid**

Tender Notice No.

Date

For Hiring of vehicle for pick up and drop services in Office of the Director General, iCISA, UP, Noida

Name of the Contractor/ Firm:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Self-attested Copy of PAN	
2.	Self-attested Copy of Goods & Service Tax Registration	
3.	Work experience for such work (self-attested copy to be enclosed)	
4.	The bidder has their registered office at Noida	
5.	Model (Sedan/SUV )	

Note: Self-attested Photo copies of above for proof should be attached.

**Declaration:**

This is to certify that I/We before signing this letter have read and fully understood the terms and conditions contained herein and undertake myself/ourselves to abide by them

Date:

Place:

**Signature of the Bidder**

**Name and Address (with seal)**

**Annexure-2  
Financial Bid**

Tender Notice No.

Date

<b>Sedan type of vehicle</b>	<b>Sedan Car (*Rates in Rs. )</b>	<b>SUV Car (*Rates in Rs. )</b>
Airport Pick up and Drop		
Railway Pickup and Drop		
8 Hours or 80 KMs		
4 Hours or 40 KMs		
Extra Per KMs		
Extra Per Hour		

\*Exclusive of GST

Date:

Place

**Signature of the Bidder**

**Name and Address (with seal)**



**Annexure-3**

Tender Notice No.

Date

**Application form**

To

The Sr. Audit Officer/Procurement,  
O/o the Director General, iCISA,  
UP, Noida.

Sir,

I/we hereby accept the terms and conditions mentioned in the Tender dated for hiring of vehicle in office of the Director General, iCISA, UP, Noida.

I / We agree that the offer shall remain open for acceptance for a minimum period of one year from the date fixed for opening the tender and thereafter till it is withdrawn by me/us by notice in writing duly addressed to the authority opening the tender and sent by registered post or delivered at the office of such authority.

Yours faithfully,

(Name in block letters.)

Full Address:

Telephone: