



NATIONAL CENTRE FOR POLAR AND OCEAN RESEARCH  
(An Autonomous Society under the MINISTRY OF EARTH SCIENCES)  
Headland Sada, Vasco-da-Gama, Goa-403804.

**TENDER DOCUMENT**  
**“HIRING OF MONTHLY BASIS CAB & TAXI HIRING SERVICE (24X7)”**  
**AT NCPOR CAMPUS HEAD LAND SADA,**  
**VASCO-DA-GAMA, GOA - 403 804**

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1. **NOTICE INVITING TENDER**

**NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH**  
(MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA)  
HEADLAND SADA,  
VASCO-DA-GAMA, GOA -403 804  
(TEL: 0832-2525555/556)

Advt. No. NCPOR/1/2024

**Sub: Notice Inviting Tender For Hiring of Monthly Basis Cab & Taxi Hiring Service (24X7)**

Director, NCPOR invites sealed Tender for **Hiring of Monthly Basis Cab & Taxi Hiring Service (24X7)** from reputed and experienced/registered taxi contractors/individual owner / Firm / Agency / Company of at least **ONE** vehicle, for hiring of Sedan/SUV 24X7 [Air conditioned vehicle (taxi)] of model not earlier than 01.01.2019.

The interested parties may visit NCPOR website <http://www.ncpor.res.in> and Central Public Procurement portal <http://eprocure/epublish.gov.in> for detailed tender document.

Sd/  
(Head) Administration

## 2. TENDER CLOSING AND OPENING DATE AND TIME

Sealed tender under **Two bid system are invited** on turnkey basis for “**HIRING OF MONTHLY BASIS CAB & TAXI HIRING SERVICE (24X7)**”, Headland Sada, Goa-403804. The details of the tender are given below:

Subject	“ <b>HIRING OF MONTHLY BASIS CAB &amp; TAXI HIRING SERVICE (24X7)</b> ”
Address	NCPOR, Headland Sada, Goa-403804.
Adv No.	NCPOR/ 1 /2024
Division	Administration Division, NCPOR.
Amount of EMD	Rs. 11,000/-
Closing Date and Time for Tender Submission.	12.03.2024 at 17:00 Hrs
Date and time of Opening Tender	13.03.2024 at 11:00 Hrs (NCPOR Conference Room)
Bid Validity up to	90 days from the date of opening of bid.

- a. **Job/Work:** Providing Monthly Basis Cab & Taxi Hiring Service (24X7) at NCPOR
- b. **Period of contract:** Initially for a period of one year which may be extended for another two years on yearly basis as per tender terms.
- c. Address for tender submission: To be dropped in the tender box kept in the administrative block (ground floor) Room No. 116 at NCPOR, Campus

National Centre for Polar and Ocean Research,  
Headland Sada,  
Marmugoa, Vasco -Da- Gama,  
Goa - 403804

### 3. ELIGIBILITY CRITERIA

- a. Service Provider Company/Firm/Agency/ taxi contractors/individual owner should have the vehicle registered as taxi not earlier than 01.01.2019. The following documents as mentioned below should be submitted along with the tender:-

**Documents to be enclosed in "Technical Bid" envelop as per Annexure II**

- i. Self attested copy of Vehicle Reg.Certificate as taxi
- ii. Self attested copy of valid Fitness Certificate of the vehicle as on bid closing date
- iii. Self attested copy of Vehicle permit (Goa)
- iv. Self attested copy of Motor Insurance Certificate of the vehicle, valid as on bid closing date
- v. Self attested copy of Pollution certificate of the vehicle, valid as on bid closing date

"Technical Bid" shall include inter-alia the original or scanned copies of duly signed or digitally signed copies of the above documents. No price details should be given or hinted at in the Technical bid.

- b.Price Bid Performa as per Annexure III format should be enclosed in a separate sealed envelope.

**Note: Non submission/compliance with any of the above conditions by the bidder will render the bid non eligible and shall be summarily rejected.**

## 4. GENERAL INSTRUCTIONS

1. All pages of the Tender document must be signed by the authorized signatory and sealed with the stamp of the reputed and experienced/registered/taxi contractors/individual owner as token of having accepted all the Terms and Conditions of this Tender. Tender should be submitted in NCPOR's official tender form only. If submitted in any other manner, the same shall be summarily rejected. The tender is invited in **Two bid system** basis for "HIRING OF MONTHLY BASIS CAB & TAXI HIRING SERVICE (24X7)".
2. The services to be rendered by the contractor must not be sub-contracted.
3. No paper shall be detached from the Tender Document.
4. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the tender is liable to be rejected.
5. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
6. NCPOR reserves the right to reject any or all the tenders without assigning any reason.
7. NCPOR reserves the right to change any condition of the Tender before opening of the Bids.
8. The tendering Company/Firm/Agency / taxi contractors/individual owner is required to **enclose photocopies of the requisite documents duly self-attested**, as per the requirements of Technical Bid as given, failing which their bids shall be summarily/out rightly rejected and will not be considered.
9. The bidder should ideally have operating office at the State of Goa (enclose relevant documents showing the address of the office or any other documents to prove the same) however in case the agency do not have operating office in the State of Goa, authorized representative of the agency should visit NCPOR on Quarterly basis or as per direction of NCPOR.
10. Canvassing in any form will make the tender submitted by the bidder is liable to rejection.
11. Particulars of the tender
  - a) Bidder / Party details at **Annexure-I**
  - b) Details of vehicle **Annexure-II**.
  - c) The Bidder /Party should quote in the attached Price Bid Format at **Annexure III**.
12. Tenders received without proper documents, shall be rejected.

13. Please Quote Tender Reference No. and closing date on Sealed Cover.
14. Sealed tenders will be opened by Committee on due date and time. Authorized representatives duly carrying an authorization letter from the company may attend the tender opening or taxi contractors/individual owner with identity proof. Due to any exigency if the date of opening of tender is declared as closed holiday, the tenders will be opened on next working day at the same time.
15. The Tenders sent by Fax will not be considered. To avoid complications with regard to late Receipt/Non-Receipt of tenders, it may please be noted that responsibility rests with tenderers to ensure that tenders reach this office before due date & time. Late tenders will be rejected out rightly.
16. The tenderer should have its own Bank Account, PAN No. and GST registration No. and all other registration required for legal operation. If not registered under GST Act, Self declaration reason for not registering.
17. An amount of Rs 11,000/- shall be deposited as EMD along with the tender document in the form of Demand Draft Payable to "Director, NCPOR", Payable at Goa.
18. Micro and Small Enterprises (MSEs) shall be required to submit Declaration in lieu of Bid Security as per format given in Annexure IV which shall be enforced in situation mentioned therein. Valid MSME certificate for same primary category Tour agency/Tour operator/Tour operator activities of services sought by this tender must be provided along with the technical bid.
19. 100% of EMD Deposit of the tenderer shall be forfeited to NCPOR to any other rights or remedies under the following circumstances: -
  - (a) Withdraw / amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
  - (b) Being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
    - (i) Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
    - (ii) Fail or refuse to accept/sign the contract.

## 5. TERMS AND CONDITIONS

### a) Condition of Regular Vehicles:

- i. Vehicle must have good floor mats, clean seats covers and also in good condition.
- ii. There should not be any unwanted & extra decoration in the vehicle.
- iii. Model of vehicle should not be earlier than 01.01.2019

### b) **The tenderer should ensure that the Drivers with the Vehicle shall report for duty:**

- i. With proper driving license/tourist vehicle license, vehicle insurance certificate, etc.
- ii. Vehicle tank full with fuel.
- iii. Driver in proper uniform.
- iv. Driver with proper shave and haircut.
- vi. The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.
- vii. The vehicle should be defect free.
- viii. Drivers shall not sit in other Dept./sections when free, but will remain with their vehicles only. Violation of these instructions will be liable for action against Tenderer.
- ix. Driver shall also ensure that he conducts himself in a proper and orderly manner at all times while on assignments under the contract resulting from this tender. Any misbehavior with officers/staff or occupant will be viewed seriously and may lead to penalty as per penalty clause and cancellation of the contract with warning in advance.
- x. The Tenderer shall ensure that the driver of his vehicle doesn't report for duty under the influence of liquor. He shall also ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the Contract resulting from this tender, and any lapse in this regard leads to penalty and termination of contract as applicable and decision will be final and binding on the contractor.
- xi. Playing cards/gambling are totally forbidden inside NCPOR premises. Any driver found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

### c) **Conditions for operating:**

- i. In case of a break down, an alternative arrangement shall be made by the Tenderer immediately and the vehicle shall report for duty at the given time and place.
- ii. The vehicle shall report for duty as and when required including Sundays/Holiday also if required, without any additional charges. If the vehicle does not report for duty on Holidays/Sundays or any working day as per NCPOR requirement, NCPOR shall hire the vehicle from other sources and payment of hiring of vehicle shall be deducted from party's bill.



- iii. In case, the tenderer's vehicle does not report for duty, and NCPOR hires a vehicle in lieu thereof, the actual hired amount shall be recovered from the party/tenderer from the monthly billed amount.
- iv. Toll, parking and Ferry charges will be paid extra at actual, by NCPOR against documentary proof/bills only.
- v. The tourist taxis should have a valid permit for plying.
- vi. The driver should be available in his vehicle all the time and should leave his vehicle after obtaining specific permission from the user, if required.

**d) Reckoning of distance run & duty timing:**

Kilometer reading and duty timing of the vehicle will be started (counted) from NCPOR Gate to NCPOR. Payment will be released only as per entry made by user and certified by the NCPOR Officer in prescribed duty log sheet.

**e) Right to Acceptance:**

Director, NCPOR reserves the right to accept or reject any or all tenders, either in part or full or the right to not to accept the lowest offer, without assigning any reason, whatsoever. In case of any dispute on this matter or during contract period, NCPOR's decision in all matters shall be final and legally binding on the tenderer/contractor/party.

**f) Period of Contract:**

The hiring of A/c Sedan/SUV vehicle, on regular basis, will be initially for a period of one year from the date of award of work. Further extension will be considered depending upon the performance of the tenderer/party and requirement of NCPOR, if any, on the same terms and conditions shall apply.

**g) Cleanliness:**

The vehicle provided by the tenderer, shall be always in neat, clean and hygienic condition. The vehicle shall be properly serviced at regular intervals. Seat cover upholstery and the vehicles shall be maintained in a proper condition and replaced periodically as and when required.

**h) Compliance with Acts/Rules:**

The tenderer shall ensure all the time proper safety of the persons carried by him in his vehicle. He shall also comply with all the Rules, Regulations, Notification and Provisions of all the Acts pertaining to the operations of the Motor Vehicles.

**i) Speed Limits:**

The driver of the tenderer's vehicle shall strictly observe the safe speed limits in the town, on the highways and shall not resort to any negligent/reckless driving.

**j) Tea/Lunch Break:**

The driver of the vehicle shall be available in or around the vehicle at all times, and shall report for the assignments at a short notice. However, a tea/lunch break will only be allowed with prior permission of the concerned Officer/user of the vehicle. Tea/lunch shall not be allowed to driver's residence during the duty period, and the vehicle should not be used for this purpose by the Driver.

- k) Parking Place:**  
The tenderer's vehicle shall always be parked at the place allocated for the purpose, inside NCPOR premises, by the Administration Section.
- l) Security:**  
The tenderer shall make his own reasonable arrangement for the safety of his vehicle. NCPOR will not be responsible for loss due to any reasons.
- m) Indemnity:**  
The tenderer shall indemnify NCPOR against any or all liabilities, legal, financial or otherwise, which may arise during the currency of the Contract as a result of non-compliance with the aforesaid Terms and Conditions or otherwise.
- n) Cancellation of Contract:**  
The Contract resulting from this tender may be terminated by NCPOR at any time during its currency without any notice or without assigning any reason thereof or compensation in lieu, thereof. However, in case, if the tenderer, wants to cease the Contract, he shall have to give three months notice to NCPOR.
- o) Nature of Contract:**  
The Order resulting from the tender shall be treated as an individual contract, and it shall not create any general lien on the tenderer and shall not get prejudiced in execution due to any situation arising out to some other contract that the tenderer may have with NCPOR.
- p) Rejection of Tender/Quotation:**  
Tender/Quotation duly completed in all respect along with necessary document should be submitted at NCPOR, on due date and time. Quotation received without signature, seal document or incomplete quotation/tender will be summarily rejected.
- q) Jurisdiction:**  
In the event of any dispute/difference remains unresolved through NCPOR, the same shall be subject to the jurisdiction of the 'Court in Goa'.
- r) Bid Security / Performance Security Deposit:**  
The successful bidder has to submit a performance security deposit equivalent to three (3) percent of the annual contract value by Demand Draft in favour of NCPOR payable at Vasco-Da-Gama or online transfer within Fifteen days from the receipt of the work order. In the event the contractor fails to perform the contract obligations to the satisfaction of NCPOR, 100% of the performance security deposit will be forfeited.
- (a) No interest shall be payable by NCPOR on the Security Deposit.

Bank Details mentioned below for Online Transfer.

Name of the Beneficiary	NCPOR
Name & Address	State Bank of India, Commercial Branch Shree Vidyadiraj Bhavan, Francisco Luis Gomes Road, Vasco-Da-Gama Goa - 403 802, India
Bank Account Number	10153336180
Bank Account Type	Saving Account
Bank Branch Code	04116
IFS Code	SBIN0004116
MICR No	403002047
SWIFT CODE	SBININBB229
PAN No	AACFN4991P
TAN No	BLRN01981A

**b) Forfeiture of Security Deposit:**

- i. If the services by a successful tenderer/party are withdrawn during the middle of the contractual period,
- ii. If the tenderer fails to provide the satisfactory service to NCPOR during the contractual period,
- iii. If any of the information & documents furnished by the tenderer is found to be false at any stage, further dealing with the tenderer/firm shall not be considered and contract will be terminated and dues held with NCPOR like Security Deposit and pending bills will be forfeited. NCPOR's decision in this matter will be final and binding on the party/firm.
- iv. The breach of any of the terms and conditions of the tender shall result in discontinuation of further dealing with the party and/or forfeiture of his Security Deposit as the case may be, at NCPOR's discretion.
- v. If tenderer/party refuse/reject to accept the extension letter of work after completion of one year, than the security deposit shall be forfeited.

**s) Payment:**

- i) Payment will be made after deduction of applicable statutory Tax within a month from submission of bill along with duty trip slip duly filled and signed by the respective officer/user. The driver should take the signature invariably from the user after completion of journey on the prescribed log sheet. On the basis of entries on the log sheet/trip slip, NCPOR shall release the payment accordingly.
- ii) Responsibility to get the log sheet signed by the Authorized Officer of NCPOR/user solely rests with the driver/party. If the vehicle is being used by any outsider with NCPOR permission, it will be the responsibility of the Driver/party to obtain the endorsement of the concerned officer from NCPOR.
- iii) Bills duly completed in all respects may be submitted in time. Delay in submission of the bills may result in delay of payment, for which the NCPOR will not be responsible.
- iv) The payment of the monthly bill shall be done within 30 working days from the receipt of the tax invoice to this office.

- v) Service Provider Company/Firm/ Agency should have its own Bank Account, PAN No. and GST registration No. and all other registration required for legal operation.

**t) PENALTY CLAUSE:-**

In case of noncompliance of the standards of the services to be provided as per this agreement, the buyer would be at liberty to levy such penalty and terminate the contract as per the conditions detailed out below:

Sr. No	Default Details	Penalties			Remarks
		1st instance	2nd instance	3rd instance	
1	Non deployment of vehicle/driver (no replacement provided)	Amount of charges for vehicle hired by Buyer from third party to be charged from Service Provider bill	Amount of charges for vehicle hired by Buyer from third party to be charged from Service Provider bill and a penalty of 5% from monthly vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party to be charged from Service Provider bill and a penalty of 5% from monthly vehicle hiring cost	After 3rd instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 2nd instance.
2	Breakdown of vehicle during trip (no replacement provided)	If replacement not provided and buyer hired vehicle from third party - Actual hired bill amount will be charged by Buyer from Service Provider bill	Amount of charges for vehicle hired by Buyer from third party to be charged from Service Provider bill and a penalty of 5% from monthly vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party to be charged from Service Provider bill and a penalty of 5% from monthly vehicle hiring cost	After 3rd instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 2nd instance.
3	Delay in arrival of vehicle/ driver	Warning	Penalty of 1% of monthly vehicle hiring cost	Penalty of 2% of monthly vehicle hiring cost	After 3rd instance, the buyer may continue to impose the same penalty as imposed for 3rd instance.
4	Misbehavior by driver/ unacceptable behavior by driver	Warning	Penalty of Rs. 1000	Penalty of Rs. 2000/-	After 3rd instance, the service provider will have to replace the driver
5	Driver in intoxicated state	Penalty of Rs. 2000/- plus the service provider will have to replace the driver	Penalty of Rs. 3000/- plus the service provider will have to replace the driver		After 1st instance, the service provider will have to replace the driver. After 2 cumulative instances, buyer may terminate the contract.
6	Failure to address deficiencies pointed out at inspection	Penalty of Rs. 1000/-	Penalty of Rs. 1500/-	Penalty of Rs. 2000/-	After 3rd instance, the buyer may continue to impose the same penalty as imposed for 3rd instance.

The Annexure I to IV will form part of the Tender.

(I/We hereby agree to the above terms and conditions)

(.....)

Name and Signature with seal of the tenderer

Date:

Seal:

Full Address:

**PARTICULARS OF THE TENDERER**

(Bidder should fill this form and enclose along with original copy of the tender  
duly signed)

Name of the Bidder(Party): .....

Firm of Bidder (if any) : .....

Telephone No. (Office) : .....

Mobile : .....

Telephone No. (Residence) : .....

Office Address : .....

: .....

Residential Address : .....

: .....

(.....)  
Name and Signature with seal of the tenderer/bidder  
Date:  
Seal:

**Vehicle and other relevant documents**

<b>Sl. No.</b>	<b>Description</b>	<b>Document Details</b>
01	Vehicle Reg.Certificate	
02	Fitness Certificate	
03	Vehicle permit	
04	Motor Insurance Certificate	
05	Pollution certificate	

**Details of vehicle to be deployed at NCPOR**

<b>Particulars</b>	<b>Name of vehicle:</b>
Vehicle/taxi model	
Registration No.	

(.....)  
Name and Signature with seal of the tenderer/bidder  
Date:  
Seal:

**PRICE SCHEDULE**

**Rate for ONE Sedan / SUV Vehicle [A/C] required on monthly hiring basis (24X7)**

Sl. No	Vehicle Make & Model	Rate in Rupees								
		First Year		Second Year		Third Year		Total G = B+D+F	GST If applicable H= (G x GST %)	Grand Total I = G+H
		For 1500 km & 320 hrs. in a month *	Total A X 12 Months	For 1500 km & 320 hrs. in a month *	Total C X 12 Months	For 1500 km & 320 hrs. in a month *	Total E X 12 Months			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)		
								<b>TOTAL</b>		

**Note:** L1 will be arrived from the total quoted cost of (B +D + F+H) i.e. Grand Total at I.

**\* Note:** Utilization of vehicle beyond this limit, if any, will be compensated by payment on pro-rata basis, either per km or hours whichever is higher

(.....)  
 Name and Signature with seal of the tenderer/bidder  
 Date:  
 Seal:  
 Full Address:



**FORMAT OF DECLARATION IN LIEU OF EMD**  
**(To be submitted on the Bidder's Letter Head)**

I/We .....(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for .....(Insert Title of the Tender) (Tender No.....), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by National Centre for Polar and Ocean Research, for a period of Two years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of Tender, I/We withdraw or modify my/our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
- b) If after the award of work, I/We fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental Tender Document.

**Signature of the Bidder with seal**