



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY,
(A Scientific Society, Under Ministry of Electronics & Information Technology,
Govt. of India) SHORANUR ROAD, M.G. KAVU, P.O. ATHANI, THRISSUR
PIN -680 581. Tel No.: 0487 – 2201156-59; Fax 0487 – 2201347

TENDER NOTICE

Notification No. CMET/TH/ADM/01/2022

Sealed Tenders are invited from reputed firms/contractors, for the following works at this office for a period of one year.

- (i) Providing of Taxi on monthly contract basis (Annexure-I)
- (ii) Providing of Taxi on daily and Kilometer/hourly basis (Annexure-II)

The details of works to be done and terms & conditions and Tender format are given in our website or may collect from the office. Separate tenders shall be submitted for each contract. The tenders complete in all respect shall be submitted to the Administrative Officer, C-MET, on or before 19th January, 2022 at 15.00 hrs. C-MET reserves the right to reject any tender in full or part thereof without assigning any reason.

Sd/-

ADMINISTRATIVE OFFICER

TERMS AND CONDITIONS FOR CONTRACT FOR PROVIDING TAXI ON MONTHLY RATE BASIS

I. GENERAL TERMS AND CONDITIONS

1. The Agency/Contractor shall have at least one tourist Taxi car (**A/C with Sedan back or SUV**) with a valid permit either All India or atleast Zonal permit (Kerala, Tamil Nadu and Karnataka).
2. The Agency/Contractor shall have Its liaison office in Thrissur
3. The contractor shall provide **ONE** Taxi Car with A/C (Sedan back or SUV) in excellent condition on a full time basis to C-MET, It shall be kept at the disposal of C-MET, and C-MET shall use the vehicle for all its official travels. Contractor should be able to provide replacement Car in case of breakdown or servicing.
4. The Contractor shall always ensure the availability of the car at any time during normal working hours, and also whenever C-MET requires. The normal working hours of the office is from 9.00 hrs to 17.30 hrs..
- 5.. The average monthly usage is 2000 km with total 225 working hours.

II. SPECIFIC TERMS AND CONDITIONS FOR TENDERERS REGARDING SUBMISSION OF QUOTATION

- i) The car to be provided shall be those Registered not earlier than 2019.
- ii) Period of the contract will be for one year from the date as mentioned in the Contract award order. The same may be renewed further one or more years subject to maximum three years on the same terms and conditions at the discretion of C-MET in consultation with the Contractor
- iii) Tenderers may quote their contract amount, in the prescribed format (Appendix-I) for monthly usage of 2000 Km with total 225 working hours, which shall be inclusive of all charges such as Drivers' wage, insurance, road tax, fuel charges, other maintenance charges and statutory levies' if any . The additional Km charges beyond 2000 Km and the additional duty hours charges beyond 225 hours shall also be mentioned in the quotation.
- iv) They should also clearly indicate in the quotation about the Wages payable to the Driver, and other statutory payments. The wages payable shall not be less than the minimum wages applicable.
- v) The Service Charges of the Contractor shall be indicated. The Tender without service charge will not be considered.
- vi) GST and other statutory levies, if any, shall be clearly and separately mentioned in the Tender.
- vii) All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
- viii) Only one quotation should be submitted by each party.

- ix) Unsigned quotations will be rejected.
- x) C-MET reserves the right to cancel any of the quotation which are incomplete or for any other reasons and it reserves the right to cancel the entire process at any point of time before finalization.
- xi) C-MET takes no responsibility for delay, loss or non-receipt of quotations/documents sent by post and reserve the right to accept or reject any party of the tender without assigning any reasons.
- xii) Corrections if any, must be attested.
- xiii) The authority of the person signing the tender, if called for, should be produced.

III. METHOD OF TENDER EVALUATION

- i) All the tenders received on or before the last date of submission will be opened by a Committee of officials before the representatives of the tenders whoever present on the date and time specified;
- ii) The tenders opened will be then verified by the Committee, whether or not it is signed and all the documents required for verification of eligibility are enclosed or not. If it is not, the tender will be treated as “non responsive” and will be rejected.
- lii)Those satisfying the General Terms and Conditions will only be considered for further evaluation
- iv) Those tenders which satisfies the General Terms and Conditions will be further examined whether;-
 - a) The rates quoted for the workers are not less than the minimum wages prescribed by the Govt. authorities;
 - b) the Service charge is quoted or not
- v) Only those tenders which satisfies the terms and conditions will be further considered for financial evaluation. Financial evaluation will be based on total monthly amount for the work including GST. If any of the Tenderer has not registered under GST, his quotation also evaluated after adding GST, which otherwise payable by C-MET as reverse charge.
- vi) Final selection of the Contract is on Lowest Quote basis on monthly fixed contract amount. However, in the case where the additional rate quoted by the Lowest bidder is much higher than others, it will be further evaluated based on average running KM – 2500 Km with 300 hrs. C-MET will have the right to negotiate the additional charges quoted by the Lowest bidder in all such situations

IV. OTHER TERMS AND CONDITIONS OF THE CONTRACT

- i) On selection, the Contractor shall furnish Security deposit for an amount equivalent to one month's Contract amount , in the form of Demand Draft, or FD receipt endorsed in favour of C-MET. The Security deposit will be returned only after 60 days from the date of completion of contract.
- ii) Certified copies of RC book, Insurance Certificate and Driver License are to be given at the time of signing the contract. Whenever a driver is changed, copy of the driving license of new driver is to be furnished.
- iii) The Contractor will be solely responsible for the fulfillment of all the conditions under various Acts/Circular/Notifications etc. in respect to the vehicle supplied to C-MET.

- iv) The Contractor shall observe and abide by the provisions of all laws, rules and regulations and shall also obtain at his own cost all necessary licenses and permit that may be necessary for the purpose of carrying out the provision of the agreement. It shall also be the responsibility of the contractor to ensure compliance with all labour laws provision including all such liabilities due and payable under any other laws.
- v) The Contractor shall provide replacement of vehicle within one hour in case of break down or servicing. In case replacement is not provided C-MET will book similar vehicle from alternative sources and the expenses so incurred will be recovered from the monthly bill of the contractor.
- vi) All the claims/damages arising out of accident, if any shall be settled by the Contractor. The responsibility for loss/damage of property/life due to accident of the vehicle/driver shall be of the contractor. C-MET shall not be responsible for any such loss/damage.
- vii) The driver should have a valid driving license with Badge to drive the transport vehicles.
- viii) A daily log book issued by C-MET will be maintained by the Driver and it will be the responsibility of the Driver provided to get the details filled in and signed by the user with name.
- ix) If the vehicle is not parked in C-MET campus during nights the opening and closing K.M will be got entered and initialed by the nominated staff daily.
- x) C-MET name board will be fixed on the vehicle while under C-MET's use. Contractor shall not use the vehicle for purposes other than C-MET's use , displaying the board.
- xi) The persons engaged by the contractor shall not be / deemed to be employees of C-MET and hence has no right for regular employment
- xii) It shall be the responsibility of the Contractor to ensure compliance with all Labour law provisions, including the payment of minimum wages as declared by Central Government or state government whichever is higher.
- xiii) The contractor shall also be liable to pay the differential of proportionate increase due to revision in the minimum wages as notified by the Govt. Authorities from time to time during the period of contract.
- xiv) The revision of rate during the period of contract will be considered only on account of revision in minimum wages as notified by the Govt. Authorities.
- xv) The revision of charges on account of changes in rates of fuel may be considered only at the time of extension/renewal of contract provided any increase/decrease in petroleum products; taking average annual price of Petrol/Diesel previous year, considering average mileage as 16 km/litre based on price prevailing as on date of Agreement for the contract.
- xvi) The payment of Contractor bill will be made within seven working days on its submission, after effecting the statutory deductions; such as TDS under Income Tax Rules and also under GST Act, if applicable.
- xvii) The payment of wages to the employee employed by the contractor is to be disbursed by the contractor himself or by his nominee by **a/c payee cheque/RTGS** only.

THE LAST DATE and TIME OF SUBMISSION OF TENDER : 19th January, 2022 at 15.00 Hrs

DATE and TIME OF OPENING OF TENDERS : 19th January, 2022, at 15.30 Hrs

The Sealed quotation should reach on or before last date and time at the Admn. Officer, C-MET, Athani-P.O., Thrissur-680581 superscribing Qtn NO. and `Quotation for Providing Taxi on monthly contract`

Quotation for Taxi Hiring Contract on Monthly Basis

1. Name :
2. Permanent Address :
3. Address for Communication (with Pin code) :
(Liaison office in Thrissur)
4. Phone No. (Land Phone and Mobile Phone) :
5. PAN No. (Copy enclosed) :
- 6 (a) Type/Make/ Model and details of car to be provided :
- (b) Year of Registration :
- (c) Details of other cars of the Contractor (proof shall be enclosed):
- 7 Details of existing contracts with other establishments, if any :

I am ready to provide taxies on monthly basis at the following rates as per your terms and conditions.

Monthly fixed charges for 2000 Km with monthly free hours of 225 hrs	Wages for Driver <i>(Specify the basic wages and other statutory payments separately)</i>	
	Fuel charges	
	Other charges	
	Service Charge	
	Statutory Levies, if any	
	TOTAL	
Rates per Km over and above 2000 Km		
Hours charges for over and above 225 hours		

Place :

Signature :

Date:

**General Terms and Conditions for providing Taxies on Daily and Kilometer/
Hourly basis**

1. The contractor shall provide with tourist Taxi Car and other contract carriage vehicles of any make and Type with a valid permit either All India or atleast Zonal permit (Kerala, Tamil Nadu and Karnataka).
2. The Contractor shall give his quote on all types of the Car/ contract carriage vehicles as mentioned in the Tender Format the car should be available as and when it is required by C-MET
3. The cars should be those Registered after 2019 and shall be in good condition.
4. The Contractor shall provided the required car(s)/vehicles within one hours of such request or at the requested time and at the requested place.
5. Insurance, tax, fuel, lubricants and maintenance of the car in good condition shall be the responsibility of the contractor.
6. The Contractor has to provide a copy of their PAN card along with the quotation.
7. Quotation shall preferably on letter head and should contain complete details of the Contractor, such as full address and telephone etc.
8. Corrections if any, must be attested by the person quoting rates.
9. The sealed cover containing quotation shall be addressed to the Administrative Officer, Centre for Materials for Electronics Technology (C-MET) , Shoranur Road, Mulangunnathukavu, P.O. Athani, Thrissur – 680 581, super scribing quotation No. and “Quotation for Providing daily and Kilometer/hourly basis

Other Terms and Conditions for Empanelment

- i. Based on the quotation received, the C-MET shall arrive rates, which will be counter offered to all the quotationers.
- ii. The contractors who accept the Counter Offer of C-MET, will be empanelled for hiring taxies on call basis.
- iii. The order of preference, for being called for additional taxies, is based on their score secured as per their original Offer submitted to C-MET and it will be informed to all the enlisted contractors. If one contractor is not able to provide the car, offer will be given to next party in the panel. If two parties in the panel secure same score, C-MET is free to call any of them for the purpose.

- iv. Requirement for Car shall be intimated to the Contractor through Telephone or in writing or in any other manner.
- v. The Contractor shall provide the requested car at the requested place at the requested time.
- vi. The Taxi Car provided shall have valid permit and the Driver of the Car have valid license with Badge to drive the transport vehicles.
- vii. In the case, when a Contractor could not provide the requested car consecutively for three times, his name will be deleted from the panel.
- viii. The Contractor shall provide their bill along with Trip sheet with details place of visit, distance travel, time of reporting and time of release etc, within five days from date of hiring the vehicle. Payment will be made through Cheque or RTGS within 10 days from the date of receipt of valid bill, after effecting statutory deductions, if any.
- ix. Hiring charges will be calculated based on the agreed rates at different kilometer/Hourly stages or at Kilometer rates, whichever is beneficial to C-MET. Running Kilometer/ duty hours starts when the vehicle is reported at C-MET or at the place where the vehicle is directed to report. However, in all such cases additional Kilometer at actuals, subject to maximum 14 km X 2, will be allowed as distance from/to normal parking place(Garage)/ C-MET. In such cases, additional duty hours at actual, subject to maximum one hours, also be allowed for calculation of duty hours . In the cases where the vehicle is directed to report at a place, which is outside the city limits of Thrissur, the actual Kilometer travelled and actual hour duty will be allowed for calculation of Kilometer/Hourly charges.
- x. The Validity of Panel is for one year from date of approval of panel by the Competent Authority of C-MET and may be extended for another one year on mutual consent.

THE LAST DATE and TIME OF SUBMISSION OF TENDER : 19th JANUARY, 2022 at 15.00 Hrs

DATE and TIME OF OPENING OF TENDERS : 19th JANUARY, 2022, at 15.30 Hrs

Sd/-

(Anil Kumar T.K.)

Administrative Officer

Quotation for for providing Taxies on Daily and Kilometer/Hourly basis

- 1. Name :
- 2. Permanent Address :
- 3. Address for Communication (with Pin code) :
- 4. Phone No. (Land Phone and Mobile Phone) :
- 5. PAN No. (Copy enclosed) :
- 6. Details of existing contracts with other establishments, if any :

Type of Cars	Minimum Charges				Running Km charges above Minimum charge	Waiting charge above minimum hours
	Upto 40 Km and 4 hrs	Upto 60 Km and 6 hrs	Upto 80 Km and 8 hrs	Upto 100 Km and 10 hrs		
5 seater						
7 seater						
Other types; Specify						

I am ready to provide above mentioned taxies on daily/running Km basis at the rates specified against each, as per your terms and conditions, for a period of one year or such mutually extended period.

Place :
Date:

Signature :