

No:CeG/G/06/16/314/2019  
Government of U.P  
Center for e-Governance  
(Department of IT & E, GoUP)  
1st Floor, Uptron Building, Near Gomti Barrage,  
Gomti Nagar, Lucknow-226 010, Ph.0522-2304706

**Tender for hiring of Taxi/Cars for one year period**

Sealed Tenders are invited in two bid system (Technical Bid and Financial Bid) from reputed Tours and Travel Agencies/Companies located in Lucknow, for hiring of 04 (Four) taxis (A.C.) on regular basis for official use of Centre for e-Governance, U.P. (CeG). Number of vehicles may increase or decrease as per requirement of the CeG. The Key Dates of this tender is as under:-

SI	Events	Date & time
1	<b>Download of tender document starts</b>	25/06/2019 12:15 PM
2	<b>End date &amp; time for download of tender</b>	09/07/2019 05:00 PM
3	<b>Online submission of Technical &amp; Financial Bid Starts</b>	25/06/2019 12:15 PM
4	<b>Online submission of Technical &amp; Financial Bid ends</b>	09/07/2019 05:00 PM
5	<b>Date and time for Opening of Technical Bids</b>	10/07/2019 03:30 PM
6	<b>Date and time for Opening of Financial Bids</b>	Will be informed later on through e-Tender Portal

**2. Instruction to Bidders (ITB):**

- a) The Bidders should submit their bids online only in the Submission module of e-Tender portal <https://etender.up.nic.in>.
- b) The Bids shall be submitted only from the Bid Submission start date till the Bid Submission end date and time given in the e-tender. Therefore, Bidders are advised to submit the Bids well advance in time.
- c) The bidders should submit their e-Bid considering the server time displayed in the e-Procurement website. This server time is the time by which the e-Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule.
- d) Once the e-Bid submission date and time is over, the bidders cannot submit their e-Bid. The bidders shall only be held responsible for any delay and whatsoever reason in submission of e-Bid.
- e) The opening of financial bids shall be intimated later to all the technically qualified bidders.
- f) The CeG may, at its discretion extend this deadline for submission of e-Bid by amending the e-Bid document, in which case all rights and obligations of the Corporation and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

- g) The server time indicated in the Bid Management window on the e-Procurement website <http://etender.up.nic.in> will be the time by when the e-Bid submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-Bid submission date and time is over, the bidder cannot submit the e-Bid. Bidder has to start the Bid Submission well in advance so that the submission process passes off smoothly. The bidder will only be held responsible if his/her e-Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-Bid submission process.
- h) At any point of time, a bidder can withdraw his/her e-Bid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/ her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu.
- i) The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing his/her selected e-Bid.
- j) The bidder has to request the CeG with a letter, attaching the proof of withdrawal and submission of e-Bid security/EMD in the office of Corporation, to return back the e-Bid security/EMD as per the manual procedure.
- k) No e-Bid may be withdrawn in the interval between the deadline for submission of e-Bids and the expiration of period of e-Bid validity. Withdrawal of an e-Bid during this interval may result in the bidder's forfeiture of his/her e-Bid security.
- l) The bidder can re-submit his/her e-Bid as and when required till the e-Bid submission end date and time. The e-Bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised e-Bid and the new e-Bid submission summary generated after the successful submission of the revised e-Bid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be resubmitted. After selecting the "Bid Resubmission" option,

click "Encrypt & Upload" to upload the revised e-Bid documents by following the methodology provided above.

- m) The bidders can submit their revised e-Bids as many times as possible by uploading their e-Bid documents within the scheduled date & time for submission of e-Bids.
- n) No e-Bid can be resubmitted subsequently after the deadline for submission of e-Bids.

### **3. Procedure for Submission of Bids**

Submission of Bids shall be in accordance with the instructions mentioned below:

- a) For participating in e-Bid through the e-tendering system, it is necessary for the bidders to be the registered users of the e-Procurement website <https://etender.up.nic.in>. The bidders must obtain a User Login Id and Password by registering themselves with U.P. Electronics Corporation Limited, Lucknow, if they have not done so previously for registration.
- b) In addition to the normal registration, the bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-tendering system using the User Login option on the home page with the Login Id and Password with which he/she has registered as per clause (a) above.
- c) For successful registration of DSC on e-Procurement website <https://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise as described in clauses (a) and (b) above even before e-Bid submission date starts. The Centre for e-Governance shall not be held responsible if the bidder tries to submit his/her e-Bid at the last moment before end date of submission but could not submit due to DSC registration problem.
- d) The bidder should use the Internet Explorer version 7.0, Java Runtime Environment Version 1.6 or above and The "Popup blocker" is turned off in the Internet Explorer/Yahoo Toolbar / Google Toolbar / etc. (if available).
- e) The bidder can search for active tenders through "Search Active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-Bid Submission menu. After selecting and viewing the tender, for which the bidder intends to Tender Form for hiring of Taxi/Cars for one year period e-Bid, from "My Tenders" folder, the bidder can place his/her e-Bid by clicking "Pay Offline" option available at the end of the

- view tender details form. Before this, the bidder should download the e-tender document and Price Schedule/ Bill of Quantity (BOQ) and study them carefully.
- f) The bidder should keep all the documents ready as per the requirements of e-tender document in the PDF format except the Price Schedule/Bill of Quantity (BOQ), which should be in the XLS format (Excel sheet) **provided by the portal**.
  - g) After clicking the 'Pay Offline' option, the bidder will be redirected to the Terms and Conditions page. The bidder should read the Terms & Conditions before proceeding to fill in the details, the bidder should click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets given in the tender details. The details of the Demand Draft or any other accepted instrument which is to be physically sent in original before opening of technical e-Bid, should tally with the details available in the scanned copy and the data entered during e-Bid submission time otherwise the e-Bid submitted will not be accepted.
  - h) Next the bidder should upload the Technical e-Bid documents for, Qualification details, e-Bid Form as per Technical Specification details and Price Schedule/BOQ" of e-tender document.
  - i) Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored with the bidder over the computer required documents for each document label of Technical (Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.
  - j) The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-Bid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-Bid documents are protected, stored and opened by concerned bid openers only.
  - k) After successful submission of e-Bid document, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.
  - l) The Bidder shall be required to use his own Digital Signature while uploading its Bid. Failure to comply or usage of Digital signature of other firm shall be liable for rejection of the Bid.

#### **4. Documents Comprising the e-Bids**

The Proposal shall have Two Cover System for this RFP:

- i. Technical Bid.
- ii. Commercial Bid.

The technical Bid submitted by the Bidder shall comprise the following:

- a. Format 1 – Proposal Covering Letter.
- b. Annexure-I General Information about the Bidder, Qualification Check List, and Financial Information.
- c. Annexure-II - Commercial Bid for monthly AC Taxi.
- d. Annexure-II - Commercial Bid for Out Station or day Basis AC Taxi.

- 4.1. The Tender Fee and EMD each should be sealed by the bidder in separate different envelopes, duly super scribed as "**Tender Fee for supply of AC Taxi**" and "**EMD for supply of AC Taxi**" mentioning its contents therein. The two envelopes containing both Tender Fee and EMD (in original) should be addressed and submitted to the **State Coordinator, Center for e-Governance, 1<sup>st</sup> Floor UPTRON Building, Gomti Nagar Lucknow.** **Bidders who have participated in the Tender process vide Tender Ref** No:CeG/G/06/16/177/2019 and Tender ID :2019\_CEGUP\_349699\_1, and have submitted the Tender Fee as well as the EMD, need not submit it again.
- 4.2. The e-Technical Bids shall be opened at 3:30 PM on the date as indicated above in the presence of such of the bidders or their representatives, who may wish to be present.
- 4.3. e-Financial Bid(s) of only those bidder(s) will be opened on a later date whose bids are considered technically acceptable after evaluation by a Technical Evaluation committee. Information to this effect will be given at the time of Technical bid opening. Financial bid should be valid for 90 days.
- 4.4. Hypothetical/Conditional/Incomplete bid will not be entertained.

#### **5. Tender Fee & Earnest Money Deposit (EMD)**

- 5.1. Tender Fee of **Rs.1000- (Rupees One Thousand Only)** in the form of Demand Draft/ Pay order from any schedule Bank in favour of '**Center for e-Governance, U.P', payable at Lucknow** must accompany the bid. Bids without Tender Fee will NOT be considered. The Tender Fee is non refundable. **Bidders who have participated in the Tender process vide Tender Ref** No:CeG/G/06/16/177/2019 and Tender ID :2019\_CEGUP\_349699\_1, and have submitted the Tender Fee, need not submit it again.
- 5.2. EMD of **Rs.30,000-(Rupees Thirty Thousand Only)** in the form of Demand Draft/ Pay order from any schedule Bank in favour of '**Center for e-Governance, U.P', payable at Lucknow.** Bids without EMD and in any other form other than prescribed will NOT be considered. **Bidders who have participated in the Tender process vide**

**Tender Ref** No:CeG/G/06/16/177/2019 and Tender ID :2019\_CEGUP\_349699\_1, and have submitted the EMD, need not submit it again.

- 5.3. The EMD should remain valid for a **period of 90 days.**
- 5.4. EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.
- 5.5. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security.

## **6. Performance Security.**

- 6.1. The successful bidder will have to furnish Performance Security of Rs. **1,40,000/- (Rupees One Lakh Forty Thousand Only)** in the form of Demand Draft / Fixed Deposit Receipt/ Bank Guarantee from a Schedule Bank in an acceptable form in favour of '**Center for e-Governance, U.P.**' **within 10 days of award of contract.**
- 6.2. Performance Security should remain valid for a period of 15 months i.e. 90 days beyond the date of completion of all contractual obligations of the supplier.
- 6.3. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.
- 6.4. Performance Security will be forfeited, if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.
- 6.5. The bidders should quote their unconditional rates strictly as per the **Annexure-II. Each page of the tender and documents enclosed should be duly stamped and signed by the authorized signatory.**
- 6.6. In case any bidder is already providing the AC Taxis to any other Department of Central/State Govt. details thereof should also be furnished along with the bids

## **7. The Technical bid should contain following details:**

- 7.1. The contractor should have at least three years' experience of providing vehicles to Govt/ Semi Govt/ PSUs. Satisfactory service certificate from the concerned Department need to be uploaded/furnished along with technical bid otherwise tender document will be treated as not acceptable.
- 7.2. PAN number and copy of the latest Income Tax return acknowledgement and Service Tax certificate.
- 7.3. A certificate from the bidder that all the terms and Conditions are acceptable to them
- 7.4. **EMD of Rs. 30,000/-**
- 7.5. Copies- of RC of all the vehicles registered In the name of the Travel Agency/Firm.

7.6. The bidder should have the **fleet of at least 10 vehicles** out of which at least 5 vehicles should be in the name of the Travel Agency/firm/owner. The bidders are advised to read carefully the instructions above and the terms and conditions herein below and submit confirmation of unconditional acceptance of the terms & conditions. In case of any deviations from the terms & conditions of the tender, the same may be clearly indicated in the technical bid for consideration.

7.7. The bidder should provide the copy of Registration Certificate (RC) of at least 4 vehicles and should ensure the Registration of the vehicle should not be older than January 2016. The vehicle to be provided to the office should not be older than January 2016.

## **8. Comparison of Financial Bids**

- a) The commercial quote of the Lowest Bidder shall be notified as L1 excluding the prevailing applicable Taxes. In case L1 offers to execute the work as per the schedule and location specified in the RFP, the Tender then CeG have the rights to give the order to the L1. CeG may award the contract to the Bidder whose Bid is found to be most responsive, competitive and technically sound.
- b) In case L1 backs out, the L2, L3, L4 will be provided a chance in L1 rates or the RFP shall be cancelled & Bids shall be invited again. L1 shall however be blacklisted from participating in any future bidding of CeG/ Government of Uttar Pradesh projects and are liable for legal action by CeG/ Government of Uttar Pradesh as well as the EMD (Rs.30,000/-) will be forfeited.
- c) Negotiation -Normally, there would be no post RFP negotiations. If at all negotiations are warranted, it would be only under exceptional circumstances and CeG shall reserve the right to negotiate.
- d) Night Charges will be considered from 10:00 PM to 6:00 AM.
- e) L-1 Rate for the Taxi on monthly basis will be reckoned on the basis of rate for 3000 KM + 05 Night charges + additional charges for 500 KM in each segment (Indigio & Innova) and values of each segment will be added to obtain the L1.
- f) L-1 Rate for the Taxi on day basis will be reckoned on the basis of rate per KM charges in each segment (Indigio & Innova). Minimum charges will be payable for 200 KM

## **9. Rejection Criteria**

- a. The proposal of a Bidder is liable to be disqualified in the following cases or in case Bidder fails to meet the bidding requirements as indicated in this RFP:
  - i. Proposal not submitted in accordance with the procedure and formats prescribed in this document.
  - ii. During validity of proposal, or its extended period after last date and time for submission of Bids, if any, the Bidder increases the quoted prices.
  - iii. The Bidder qualifies the proposal with his own conditions.
  - iv. Proposal is received in incomplete form.

- v. Proposal is received after due date and time.
- vi. Proposal is not accompanied by all the requisite documents.
- vii. Information submitted in qualification proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Agreement (no matter at what stage) or during the tenure of Agreement including the extension period if any.
- viii. Commercial proposal is enclosed in the same envelope as Qualification/Technical Proposal.
- ix. Bidder tries to influence the proposal evaluation process by unlawful means at any point of time during the Bid process.
- x. In case any Bidder submits multiple proposals or if common interests are found in two or more Bidders, the Bids are likely to be disqualified, unless additional proposals/Bids are withdrawn immediately upon conflict of interest before the e-Bid Submission End Date.
- xi. Bidder fails to deposit the Performance Guarantee prior to signing of the Agreement or fails to enter into an Agreement within 10 working days of the date of Letter of award of Contract (LOI) or within such extended period, as may be specified by CeG.
- xii. Bidders may specifically note that while evaluating the proposals, if it comes to CeG knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the Bidders so involved are liable to be disqualified for this Contract as well as for a further period of three years from participation in any of the tenders floated by the CeG.
- xiii. CeG will reject a proposal for award if it determines that the Bidder recommended for award, or any of its personnel, or its agents or, Vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the Contract in question

## **10. Other Terms and Conditions**

10.1. **Risk Hire Clause:-** In case the contractor fails to supply the requisite number of vehicles, this office reserves the right to hire the Taxis from other Taxi operators at the risk and cost of the firm. The Cost difference between the alternative arrangements and tender rate value will be recovered from the contractor in addition to the penalty provided elsewhere in the document.

10.2. If the contractor, after submission of bid and due acceptance of the same i.e. after award of contract, fails to abide by the terms and Conditions of the tender, or fails to enter into Agreement or complete his contract Period or at any time repudiates the contract, the CeG will have the right to forfeit the EMD or the Performance Security, as the case may be.



- 10.3. The vehicles provided should be authorized to be used as taxis and should have proper permission for running in Uttar Pradesh and the Registration of the vehicle should not be more than 3 years old i.e not older than January 2016.
- 10.4. The Contractor should be able to provide AC Taxis at a short notice (within 30 minutes). For regular requisitions the taxi must reach the destination 30 minutes in advance.
- 10.5. The drivers engaged in the Taxis should have valid driving commercial license to operate the taxi, issued by the Transport Authorities. Other necessary certificates like Road. Tax clearance, Pollution certificate etc. should be in existence for all vehicles quoted.
- 10.6. The drivers should always carry mobile phone provided by the agency and should be well mannered.
- 10.7. The driver engaged should be aware of the major routes of Lucknow
- 10.8. The Vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
- 10.9. In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
- 10.10. The CeG reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- 10.11. The payment for the hired vehicles will be processed after the submission of the verified bills by the selected contractor / bidder. The due payment along with the applicable taxes will be paid to the contract awardee.

## **11. Penalty Clause**

- Change of Vehicle after due information will not be penalized, subject to the condition that maximum change applicable is one per month.
  - Unreported change or change beyond the maximum change is to be penalized at Rs 1000/- per incidence.
  - Non-working of AC to be penalized at Rs 200/- per day
  - If not maintained cab as per office standards, Cab has to be maintained within a day of CeG communicating to Contractor otherwise penalized at Rs 200/- per day from the second day.
  - Non availability of Cabs will attract penalty of Rs.200/- per day in addition to the charges for the taxi hired from other sources.
- 11.1. Billing will start from and end with Office premises or designated place and not from & with the Taxi stand. All vehicle must first report daily to the Office Assistant, CeG on requisition where meter reading will be noted and then

proceed to the destination on all days except Sundays or Holidays. Opening & Closing meter reading will be done by the user official/officer. On Sundays and National/ State Holidays the vehicle may directly report to the designated person where starting and closing meter reading should be got noted by the user on log book.

- 11.2. At times, CeG may need additional number of vehicles on specific days in connection with any conference/ meeting, the Contractor will be responsible to arrange for additional demand of vehicles at the contractual rates and conditions.
- 11.3. The contract will be valid for 01 (one) year from the date of award the contract and extendable for further period of 01 (one) year by mutual consent of the parties. No request of hike in approved rates for supply of taxis will be entertained during the period of contact for any other reasons what so ever.
- 11.4. If, on any occasion, it is found that the driver of any vehicles has made wrong entries in the duty slips/log book relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
- 11.5. The Bill/ Invoice will be raised by the successful bidder inclusive of Taxes as applicable.
- 11.6. For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the users. The copy of log book will have to be produced along with original log book to be shown to the Office Assistant, CeG for verification at the time of submission of the bill in each month.
- 11.7. Rate should be quoted for AC Taxi only
- 11.8. This tender document should be downloaded from <https://etender.up.nic.in>
- 11.9. Decision of Competent Authority of the CeG regarding acceptance or rejection of tender will be final and binding
- 11.10. In case, any bidder does not agree with the bidding conditions, bidding process he may give in writing the reasons for the same.

## **12. Sub-Contracting**

The Bidder shall not assign to others, in whole or in part, their obligation to perform under the Agreement. In case if found CeG reserves the right to annul the contract and will also result in the forfeiture of the Performance Bank Guarantee as well as Blacklisting.

(Rishiendra Kumar)  
State Coordinator

## **DECLARATION**

I/We have carefully read the instructions, terms and conditions of the tender and agree to abide with the same. The information, documents furnished in the tender are true and correct to the best of my knowledge and belief and if found incorrect or false, my/our tender may be rejected.

Place:

Date:

Signature of the tenderer  
Name of the Firm with address, phone no.  
(Office Seal)

7.1

**Proposal Covering Letter**

**Format 1**

[Date]

To,

The State Coordinator  
Centre for e-Governance  
1st Floor, UPTRON Building  
Gomti Nagar, Lucknow - 226010

**Ref: Tender for hiring of Taxi/Cars for one year period.**

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, the undersigned, offer to Taxi / Cars on Hire for a period of One Year.

I/We undertake that, if our proposal is accepted, we shall adhere to the scope of work as mentioned in the above referenced RFP.

If our proposal is accepted, we will submit the Performance Guarantee as per the RFP issued by a Scheduled Bank in India, acceptable to the CeG, for a sum of Rs.1,40,000/- (Rupees One Lakh Forty Thousand Only).

I/We agree for unconditional acceptance of all the terms and conditions set out in the RFP and also Agreement is prepared and executed, this RFP response, together with your written acceptance thereof in your notification of award, shall constitute a binding Agreement between us and the CeG.

This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the CeG as to any material fact.

It is hereby confirmed that I/We are entitled to act on behalf of our Corporation/ Company/ Firm/Organization and empowered to sign this document as well as such other documents, which may be required in this connection.

(Signature)  
(In the capacity of)

**Format for submitting the Technical Bid for supply of AC Taxis**

List of Documents to be submitted along with the Bid.

<b>S.No</b>	<b>Document Details</b>	<b>Remarks (Submitted/Not Submitted)</b>
1	Name of the Firm with complete postal address, phone no. & e-mail	
2	Name of the proprietor/ Manager and Phone/Mobile no., e-mail address	
3	Whether proprietary firm or partnership firm. (Attach partnership deed in case of partnership firm)	
4	Tender Fee Details in the form of DD/Pay Order for Rs.1000/- (One thousand) in favor of 'Center for e-Governance, U.P.'	DD No.....Date..... Bank.....
5	EMD of Rs.30,000-(Rupees Thirty Thousand Only) in the form of Demand Draft/ Pay order from any commercial Bank payable in favor of 'Center for e-Governance, U.P.'	DD No.....Date..... Bank.....
6	Experience of bidder for providing the AC Taxis to any other Department of Central/State Govt. Provide details there of and attach copy of agreement / Lol/ Order thereof.	
7	PAN Card details (attach copy)	

8	Copy of the Income Tax return acknowledgement for last 02 years (attach copy)	
9	Goods & Service Tax Registration Certificate (attach copy)	
10	Details of at least 10 vehicles out of which at least 5 vehicles should be in the name of the Travel Agency/firm/owner (Attach RC copy of each)	
11	Copies of at least RC of all at least 5 vehicles registered In the name of the transport company/firm/Owner which are intended to be provided to the Office (attach RC copy)	
12	Copies of at least RC of all at least 4 vehicles (Three Cars and one SUV) which are intended to be provided to the Office (attach RC copy). It must be ensured that the registration of four vehicles should not be older than January 2016 (Three Cars and one SUV which is to be provided on monthly basis)	
13	Certificate from the bidder that all the terms and Conditions are acceptable	

(Signature of the Bidder)

Full name of the firm with complete office address and tel. no.

**Annexure II**

**Format for submitting financial bid for supply of Monthly AC Taxis (To be filled in Excel format only)**

Sl. No.	Item Description	BASIC RATE	NIGHT CHARGES	EXTRA	TOTAL	TOTAL
		In <b>Figures</b> To be entered by the <b>Bidder</b> in <b>Rs. P</b>	(10:00 PM to 6:00 AM) Amount in INR <b>Rs. P</b>	MILEAGE PER KM IN INR <b>Rs. P</b>	AMOUNT in <b>Rs. P</b>	AMOUNT in <b>Rs. P</b>
1	2	7	8	9	13	14
1	<b>Taxi Rates : Indigo / Dzire/ Amaze or Any other Equivalent (AC Diesel)</b>					
1.01	2000 KM (monthly - 30/31 days basis)					
1.02	2500 KM (monthly - 30/31 days basis)					
1.03	3000 KM (monthly - 30/31 days basis)					
2	<b>Taxi Rates : Innova/XUV500/Hexa (AC Diesel) or Any other Equivalent SUV ( AC Diesel)</b>					
2.01	2000 KM (monthly - 30/31 days basis)					
2.02	2500 KM (monthly - 30/31 days basis)					
2.03	3000 KM (monthly - 30/31 days basis)					
3	<b>Total Rates of Sl.No.-1 and Sl.No-2 (3000 KM)</b>					
4	<b>Taxi Rates Per KM: Indigo / Dzire/ Amaze or Any other Equivalent ( AC Diesel) FOR OUT STATION ON DAY BASIS [Minimum 200 KM ]</b>					
5	<b>Taxi Rates Per KM: Innova/XUV500/Hexa (SUV AC Diesel) FOR OUT STATION ON DAY BASIS [Minimum 200 KM ]</b>					

**Note- Calculation for L1 will be as follows :**

- a) L-1 Rate for the **Taxi on monthly basis** will be reckoned on the basis of rate for 3000 KM + 05 Night charges + additional charges for 500 KM in each segment (Indigio & Innova) and values of each segment will be added to obtain the L1.
- b) L-1 Rate for the **Taxi on day basis** will be reckoned on the basis of rate per KM charges in each segment (Indigio & Innova). Minimum charges will be payable for 200 KM