

**समुद्री सजीव संसाधन एवं पारिस्थितिकी केंद्र  
(पृथ्वी विज्ञान मंत्रालय) भारत सरकार  
CENTRE FOR MARINE LIVING RESOURCES AND ECOLOGY  
(Ministry of Earth Sciences, Govt. Of India)  
Atal Bhavan, L N G Road, Ochanthuruthu P.O.  
Puthuvypu-682508, INDIA.  
Website: [www.cmlre.gov.in](http://www.cmlre.gov.in), Email: [us.cmlre@gov.in](mailto:us.cmlre@gov.in)**

## **TENDER DOCUMENT**

**Advt. No. AE-20/8/2022-Admin Section-CMLRE Part (1)/ (e-268)**

**“HIRING OF CAB & TAXI SERVICES (24X7) AT CMLRE”  
Atal Bhavan, L N G Road, Ochanthuruthu P.O.  
Puthuvypu-682508, INDIA.**

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## **1. NOTICE INVITING TENDER**

### **CENTRE FOR MARINE LIVING RESOURCES AND ECOLOGY**

(Ministry of Earth Sciences, Govt. Of India  
Atal Bhavan, L N G Road, Ochanthuruthu P.O  
Puthuvypu-682508, INDIA.  
Website: [www.cmlre.gov.in](http://www.cmlre.gov.in)  
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Tele. No: 0484-2944008

**Advt. No. AE-20/8/2022-Admin Section-CMLRE Part(1)/(e-268).**

### **Sub: Notice Inviting Tender for Hiring of Cab & Taxi Services (24X7).**

Director, CMLRE invites sealed bids for **Hiring of Cab & Taxi Services (24X7)** from reputed and experienced/registered taxi contractor/Firm / Agency / Company for hiring of Cab/Taxi Services 24X7 [Air conditioned/Non-AC vehicle (taxi)] of model not earlier than 01.01.2019.

The interested parties may visit CMLRE website [www.cmlre.gov.in](http://www.cmlre.gov.in) for detailed tender document.

Sd/  
Under Secretary and HOO,  
CMLRE, Kochi

Date: 20.03.2024

## 2. TENDER CLOSING AND OPENING DATE AND TIME

Sealed bids under **Two bid system** are invited for “**HIRING OF CAB & TAXI SERVICE (24X7)**” for CMLRE, Atal Bhavan, L N G Road, Ochanthuruthu P.O, Puthuvypu-682508, Kochi. The details of the tender are given below:

Subject	<b>“HIRING OF CAB &amp; TAXI SERVICES (24X7)”</b>
Address	CMLRE, Atal Bhavan, L N G Road, Ochanthuruthu P.O, Puthuvypu-682508, Kochi.
Adv No.	AE-20/8/2022-Admin Section-CMLRE Part(1)/(e-268)
Division	Administration Division, CMLRE.
Amount of Earnest Money Deposit	<b>Rs. 5,000/-</b>
Bid Publishing Date	20.03.2024 at 17.00 HRS
Closing Date and Time for Tender Submission.	22.04.2024 at 17:00 Hrs
Date and time of Opening Tender	23.04.2024 at 11:00 Hrs (at CMLRE Conference Room)
Bid Validity up to	90 days from the date of opening of bid.

- a. **Job/Work:** Providing Cab & Taxi Hiring Service (24X7) at CMLRE as per requirement.
- 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 with mutual agreement.
- c. **Address for tender submission:** To be dropped in the tender box kept in the Administrative block (ground floor) Room No. G1 at CMLRE, Campus. Sealed Bids will also be accepted by post/courier on or before the deadline for the bid submission. However, CMLRE will not be responsible for the postal/courier delay. Bidders must mention on the envelope containing the bids for submission as “**Bids submitted for hiring of CAB/TAXI Services (24X7) against Tender No.....**”.

**CENTRE FOR MARINE LIVING RESOURCES AND ECOLOGY**  
**Atal Bhavan, L N G Road, Ochanthuruthu P.O.**  
**Puthuvypu-682508, Kochi.**

### 3. ELIGIBILITY CRITERIA

- a. Service Provider Company/Firm/Agency/ taxi contractors should have the vehicles registered as taxi not earlier than 01.01.2019.
- b. The bidder should have at least 3 years' experience of providing taxi services to Government Departments/PSU/Autonomous bodies/reputed corporate bodies/Organizations of contract basis.
- c. The bidder should have due registration with the concerned Govt. authorities for GST.
- d. Only bidders/firms who have at least 3 vehicles in Hatchback, 3 Vehicles in Sedan and 2 Vehicles in Innova/Similar Category, which are of 01.01.2019 and above make and in very neat and good condition, can apply. It is mandatory to have the above-mentioned minimum number of vehicles registered in the name of the bidder/firm to be eligible to participate in the bidding. Submit details strictly as per Performa **(Annexure-I)**.
- e. The documents listed below should be submitted along with the tender.

#### **Documents to be enclosed in "Technical Bid" envelope 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 date of bid submission.
- iii. Self-attested copy of Vehicle Permit (Kochi/Kerala/All India).
- iv. Self-attested copy of Motor Insurance Certificate of the vehicle, valid as on bid submission date.
- v. Self-attested copy of Pollution certificate of the vehicle, valid as on bid submission date.
- f. "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.**
- g. **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 CMLRE'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 CAB & TAXI SERVICE (24X7)".
2. No paper shall be detached from the Tender Document.
3. 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.
4. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
5. CMLRE reserves the right to reject any or all the tenders without assigning any reason.
6. CMLRE reserves the right to change any condition of the Tender before opening of the Bids.
7. The tendering Company/Firm/Agency/taxi contractors 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.
8. The bidder should have operating office at Kochi (enclose relevant documents showing the address of the office or any other documents to prove the same).
9. Canvassing in any form will make the tender submitted by the bidder liable to rejection.
10. 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**.
11. Tenders received without proper documents shall be rejected.

12. **Please Quote Tender Reference No. and closing date on Sealed Cover.** Bidders must mention on the envelope containing the bids for submission as **"Bids submitted for hiring of CAB/TAXI Services (24X7) against Tender No....."**.

13. Sealed tenders will be opened by Committee on due date and time. Authorized representatives, duly carrying an authorization letter from the company, or taxi contractors/individual owner with identity proof may attend the tender opening. 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.

14. 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 outrightly. CMLRE will not be responsible for any postal/courier delay, if bids are sent by post.

15. The tenderer should have its own Bank Account, PAN No. and GST registration No. and all other statutory/mandatory registrations required for legal operation of taxi services. If not registered under GST Act, Self declaration/reason for not registering is required to be furnished.

16. An amount of **Rs 5,000/-** shall be deposited as Earnest Money Deposit (EMD) along with the tender document in the form of Demand Draft Payable to "DDO, CMLRE", Payable at Kochi.

17. Micro and Small Enterprises (MSEs) shall be required to submit Declaration in lieu of EMD 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.

18. 100% of EMD of the tenderer shall be forfeited to CMLRE, without 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:
- c. 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.
- d. 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, good aesthetic cabins 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, Registration Certificate, tourist vehicle permit, vehicle insurance certificate, PUC Certificate, etc.
- ii. Vehicle tank full with fuel.
- iii. Driver in proper uniform.
- iv. Driver with proper shave and haircut.
- v. The driver of the vehicle must have all the valid and mandatory documents in his possession all the times, while plying the vehicle.
- vi. The vehicle should be defect free.
- vii. 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.
- viii. 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.
- ix. 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.
- x. Playing cards/gambling are totally forbidden inside CMLRE 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/Holidays also if required, without any additional charges. If the vehicle does not report for duty on Holidays/Sundays or any working day as per CMLRE requirement, CMLRE 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 CMLRE 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 CMLRE 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 noted on arrival/departure at the place where the vehicle has been requisitioned till the desired destination. Dead mileage (distance from garage to reporting point and from end point to the Garage) will not be allowed to be charged. Payment will be released only as per entries made by the user and certified by CMLRE Officer in prescribed duty log sheet.
- e) Right to Acceptance:**  
Director, CMLRE reserves the right to accept or reject any or all the 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, CMLRE's decision in all matters shall be final and legally binding on the tenderer/contractor/party.
- f) Period of Contract:**  
The hiring of cab/taxi, 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 CMLRE, if any, on the same terms and conditions of contract.
- 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 proper safety of the persons carried by him in his vehicle all the times. 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 CMLRE premises, by the Administration Section.
- l) Security:**  
The tenderer shall make his own reasonable arrangement for the safety of his vehicle. CMLRE will not be responsible for loss due to any reasons.
- m) Indemnity:**  
The tenderer shall indemnify CMLRE 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 CMLRE 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 CMLRE.
- 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 CMLRE.
- p) Rejection of Tender/Quotation:**  
Tender/Quotation duly completed in all respects along with necessary documents should be submitted at CMLRE, 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 CMLRE, the same shall be subject to the jurisdiction of the 'Court in Kochi'.
- r) Bid Security / Performance Security Deposit:**  
The successful bidder has to submit a performance security deposit of **Rs.10,000/-** by Demand Draft in favor of DDO, CMLRE payable at Puthuvypu, Kochi 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 CMLRE, 100% of the performance security deposit will be forfeited.
- s) No interest shall be payable by CMLRE on the Performance Security Deposit.**

**Bank Details of the Firm for Online Transfer**

Name of the Beneficiary	CMLRE
Name & Address	
Bank Account Number	
Bank Account Type	
Bank Branch Code	
IFS Code	
MICR No	
SWIFT CODE	
PAN No	
TAN No	

**t) 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 CMLRE 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 CMLRE like Security Deposit and pending bills will be forfeited. CMLRE'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 CMLRE's discretion.

**u) Payment:**

- i) Payment will be made every month after deduction of applicable statutory Tax from submission of bills 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, CMLRE shall release the payment accordingly.
- ii) Responsibility to get the log sheet signed by the Authorized Officer of CMLRE/user solely rests with the driver/party. If the vehicle is being used by any outsider with CMLRE permission, it will be the responsibility of the Driver/party to obtain the endorsement of the concerned officer from CMLRE.
- 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 CMLRE 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.

**v) PENALTY CLAUSE:-**

In case of non-compliance 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 Document.**

(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:

**ANNEXURE-II**

**Vehicles and other relevant documents**

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

**Details of vehicles to be deployed at CMLRE**

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

(.....)

Name and Signature with seal of the tenderer/bidder Date:

Seal:

**ANNEXURE-III****PRICE SCHEDULE**

Sl. No.	Particulars	Rate (In Rs.)				
		AC/NON-AC (Please Specify)				
	Type of Vehicle (Category/Make)	Hatchback	Sedan/ MUV	Premium Sedan SUV (6-7 seater)	Tempo Traveller (12/15/ 18/24 Seaters)	
1	Day Time (5 AM to 10 PM) Full Day	Minimum Charge (up to 80 Km/ 8 hrs)				
		Per Km Charge (Beyond 80 Km)				
		Per Hour Charge (Beyond 8 hrs.)				
2	Night Time (10 PM to 5 AM) Full Night	Minimum Charge (up to 80 Km/ 8 hrs)				
		Per Km Charge (Beyond 80 Km)				
		Per Hour Charge (Beyond 8 hrs.)				
3	Day Time Km/Hourly Basis	Minimum Charge (up to 20 Km/2 hrs)				
		Per Km Charge (Beyond 20 Km)				
		Per Hour Charge (Beyond 2 hrs.)				
4	Night Time Km/Hourly Basis	Minimum Charge (up to 20 Km/2 hrs)				
		Per Km Charge (Beyond 20 Km)				
		Per Hour Charge (Beyond 2 hrs.)				
5	Waiting Charges (Per Hour) beyond 2 hrs					
6	Daily/Weekly hiring charges for Outstation visits.					

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

**FORMAT OF DECLARATION IN LIEU OF EARNEST MONEY DEPOSIT**

*(To be submitted on the Bidder/Firm's Letter Head)*

I/We ..... (Insert Name and Address of Bidder) am/are submitting this declaration in lieu of 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 Centre For Marine Living Resources And Ecology, 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 Deposit or sign the Contract, within the time limits specified in the Tender Document.

Signature of the Bidder with seal

Date: