

1. Letter of Invitation

CSIR-Central Building Research Institute Roorkee (Uttarakhand)-247667

No.: Gen/TT/2026

NOTICE INVITING TENDER

CSIR-Central Building Research Institute, Roorkee is looking for reputed agency for providing Taxis on day-to-day requirement basis. The taxi service provider should have minimum 3 years' experience in providing similar services to any Govt./Semi Govt./Autonomous Bodies/PSUs. The firm has to submit their tenders online on **CPP Portal** in Two Bid format, i.e. Technical Bid (Part I) & Financial Bid (Part II) as per details given below: -

Name of work	EMD	Contract period	Estimate cost of work for two years
Hiring of Commercial Taxi Services (Local & Outstation) on demand basis through CPP Portal in CSIR-CBRI, Roorkee	BSD format is mandatory to be filled and attached along with the bid in lieu of EMD.	Two Years plus One year extension "Subject to satisfactory performance".	Rs. 1 Crore

The schedule given in the Critical Date Sheet below: -

Critical Date Sheet		
Sl. No.	Activity	Date & Time
1	Publish date on https://etenders.gov.in	26.03.2026
2	Bid document download date	26.03.2026
3	Bid submission start date	26.03.2026
4	Bid submission end date	16.04.2026 (05:00 pm)
5	Technical Bid opening Date (Cover-I)	20.04.2026 (10:30 am)
6	Financial Bid opening Date (Cover-II)	To be intimated later on.

Note:-Clarification period regarding tender is 03 working days i.e. 27.03.2026, 30.03.2026 and 01.04.2026.

Detailed NIT and Tender document may be downloaded from website <https://etenders.gov.in>. The detailed NIT is also available on website of CSIR-CBRI i.e. www.cbri.res.in

Government of India's instructions for MSE/Startup Firms will apply.

No dead mileage shall be paid under any circumstances. The kilometrage for the purpose of "vehicle run" and "hours of duty" shall be calculated from CSIR-CBRI and back to CSIR-CBRI, and the start and closing readings of duty/journey shall be considered from the office premises or designated place, and not from the taxi stand/garage.

The reading of start or closing of duty/journey shall be considered strictly from the office premises or designated place, and not from the taxi stand/garage

The Director, CSIR-CBRI, Roorkee reserves the right to reject the tender in part or in full or to reject all the tenders received without assigning any reason thereof.

Sr. COA
CSIR-CBRI, Roorkee

2. Instructions to Bidders (ITB)

1. Online tenders are invited by CSIR-CBRI, Roorkee under **two bid system (i.e. Part-I: Technical Bid and Part-II: Financial Bid)** from reputed, experienced and financially sound Taxi Service Providers having minimum of 3 years' experience of providing similar services and average annual turnover of Rs. 1.5/- Crore (One Crore fifty lakhs) during last three financial years i.e. 2022-23,2023-24,2024-25 for hiring of Commercial Taxi Services (Local & Outstation) on demand basis.
2. The interested service providers may submit the tender in **two bid system [i.e.(i) Technical Bid and (ii) Financial Bid]** on **CPP Portal**. All the documents in support of eligibility criteria etc. are also to be attached along with the Tender Document duly signed and stamped by the authorized signatory of the firm.
3. At the second stage, the Financial Bids of only those bidders, who qualify in the Technical Bid stage, will be opened.
4. **The Director CSIR-CBRI reserves the right to empanel multiple service providers at L1 prices, if required.**
5. The Director, CSIR-CBRI, Roorkee reserves the right to cancel the tender at any time or to amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
6. The interested service provider may note that they will require providing vehicles registered with RTO as commercial vehicles only.
7. **No dead mileage** shall be paid under any circumstances. The kilometrage for the purpose of "vehicle run" and "hours of duty" shall be calculated from CSIR-CBRI and back to CSIR-CBRI, and the start and closing readings of duty/journey shall be considered from the office premises or designated place, and not from the taxi stand/garage.

The reading of start or closing of duty/journey shall be considered strictly from the office premises or designated place, and not from the taxi stand/garage
8. The Contract shall be for a period of two-year from the date of award of work which shall be extended for a period of one year depending upon the satisfactory performance and mutual consent thereon.
9. Conditional bids shall not be considered and will be summarily rejected.
10. Once the bids are opened, no changes or corrections are allowed in either the Technical Bid or the Financial Bid. The format of the Technical and Financial Bids must not be changed.

11. Precautions while filling the Tender:

The bidders are required to fill all the Annexures duly sign and stamp as per format attached. No other format shall be accepted. Failing which the bid will be rejected summarily. The tenderers should take care of the following while applying online for the tenders:

- (i) **Financial/Price bid consists of one BOQs i.e. Financial Bid (Cover-II). Bidders are requested to kindly fill the BOQ. In case BOQ in excel file is found not completely filled up, the bid will be considered as incomplete and will be rejected.**
- (ii) Clarification period regarding **tender is 3 working days** from the date of uploading the tender. No claim on this account at later stage shall be entertained by the CSIR-CBRI under any circumstances.

- (iii) If the bidder tries to influence the tender, their bid will be disqualified.
- (iv) Tender document should be submitted duly signed and stamp by authorized signatory of the firm on each page.

12. Bid Security Declaration Form:

All bidders have to submit Bid Security Declaration Form as per **Annexure- B**, failing which their bid will be rejected outrightly.

13. Amendment of Tender Document:

At any time prior to the date of submission of Tenders, CSIR-CBRI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender document by amendment. In order to afford prospective tenderers reasonable time to take the amendments into account is preparing their tenders, the Director, CSIR-CBRI, Roorkee may at his discretion suitably extend the deadline for the submission of tenders.

Before opening of the bid, CSIR-CBRI at its discretion may increase or decrease the scope of services required under the tender. In such case the CSIR-CBRI shall seek fresh bids keeping in view the changed scope of services required.

Corrigendum/Addition/Clarification/Notification/Amendments in respect of NIT of the above said work, if any, will be uploaded on the CPP Portal (<https://etenders.gov.in>). These amendments will be binding on them.

14. Opening of Tenders:

A. Opening and Evaluation of Technical Bid (Cover-I)

- (i) The Technical bid will be opened by Tender Opening Committee (TOC) on the prescribed date and time in the Office of S.O.(G), CSIR-CBRI, Roorkee.
- (ii) Technical Evaluation Committee (TEC) after evaluation of documents contained in Cover-I i.e. Technical Bid, will decide the eligible tenders, as per the criteria laid down in the NIT/Tender document. TEC will shortlist Technical Bids on the basis of technical parameters and features offered. The Firms whose technical bids do not qualify for opening the financial bids.
- (iii) The TOC will then open the financial bids.

B. Opening and Evaluation of Financial Bid (Cover-II)

- (i) The Financial Bids will be opened only of Technically Qualified bidders.
- (ii) L1 will be decided on the sum of rates quoted in BOQ.

15. Compliance Report:

Compliance report on all the terms and conditions of the contract must be submitted by the tenderer in **Annexure-D**.

16. **Validity & Non-transferable:**

The tender should be valid for a period of at least 90 days from the date of opening of the tender, within which period the award shall be finalized. Tenders are not transferable under any circumstances.

17. **Acceptance of Tender:**

CSIR-CBRI reserves the right to disqualify such tenderers who have a record of not meeting the contractual obligations against earlier contracts entered into with CSIR-CBRI or with any Central or State Government agencies.

18. **Performance Bank Guarantee:**

The successful tenderer shall be required to furnish PBG as per clause no. 6(i).

19. The vehicles provided during the contract period should not be more than 05 (five) years old at the time of deployment and their interiors must be neat and clean. Drivers must wear uniform during services.

3. **Qualification/ Eligibility Criteria for service providers**

A. **Eligibility Criteria:**

- (i) The office of the service provider should be located within the jurisdiction of **Municipal Corporation Roorkee**. Proof of address must be attached with the bid documents. If not, the service provider will have to furnish an Undertaking - II (**Annexure – J**) that he will open the office within the jurisdiction of **Municipal Corporation Roorkee** within 10 days from the initiation of Contract.
- (ii) In case of partnership firm, a copy of partnership agreement or General Power of Attorney (GPA) duly attested by Notary Public should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of the firm should also be furnished along with the tender.
- (iii) Joint-Ventures are not allowed to participate in bidding.
- (iv) The service provider (not individual) should be registered with Service Tax Department / GST. Certified copy of the registration shall be given with the bid document.
- (v) Service provider has to give an affidavit stating therein that the firm has not been blacklisted by any Central Government Department/ Ministries/ PSUs/ Autonomous Bodies and that the firm's contract has not been cancelled before the expiry of contract by CSIR or its any Labs/Institutes.

B. **Qualifying criteria:**

- (i) The bidding firm must possess at least three (3) vehicles of each category in Sedan (4+1) and SUV (6+1). The bidder shall submit attested copies of Taxi Registration Certificates of all the above vehicles, which must be registered in the name of the company or proprietor, as documentary proof.

(ii) Financial Capability (Annual Turnover)

- (a) The bidder should have average Annual financial turnover of **Rs.1,50,00,000/-** of related services during the last three financial years i.e. 2022-23, 2023-24 & 2024-25.
- (b) Relaxation shall be granted in average annual turnover to all Start-ups(whether MSME or otherwise).

(iii) Past Experience

- a) The bidder must have experience over the last three years i.e. the current financial year 2025-26 and the last three financial years i.e. 2022-23, 2023-24, 2024-25 for hiring of Commercial Taxi Services (Local & Outstation) on demand basis to Central/State Government/ PSUs/ Nationalized Banks/ Reputed Organizations. Services rendered with list of such Central/State/ PSUs/Nationalized Banks with duration of service shall be furnished as per **Annexure – (E)**
- b) The bidder must have successfully executed/completed hiring of Commercial Taxi Services (Local & Outstation) on demand basis, over the last three years i.e. the current financial year 2025-26 and the last three financial years i.e. 2022-23, 2023-24, 2024-25: -
 - 1. Three similar completed services costing not less than the amount equal to **40% (forty percent)** of the estimated cost;
Or
 - 2. Two similar completed services costing not less than the amount equal to **50% (fifty percent)** of the estimated cost;
Or
 - 3. One similar completed service costing not less than the amount equal to **80% (eighty percent)** of the estimated cost.
- (c) Relaxation shall be granted in past experience to all Start-ups(whether MSME or otherwise).

(iv) Relationship with Employees:

CSIR-CBRI debar parties from tendering having relatives working in CSIR-CBRI, Roorkee. A certificate regarding non-relationship with any of the CSIR-CBRI employee as per **Annexure – G** in the tender form is to be submitted. (Note: A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family (b) they are husband and wife (c) the one is related to the other in the following manner: father, mother (including step mother), son (including step son), Son’s wife, daughter (including step daughter), Father’s father, Son’s son Son’s wife, Son’s Daughter, Son’s Daughter’s husband, Daughter’s husband, Daughter’s Son, Daughter’s son’s wife, Daughter’s husband, Brother (including step brother), brother’s wife, Sister (including step sister), Sister’s husband.

(v) Qualification Documents submitted with Technical Bid (Cover-I):

Sr. No.	Required Documents	Remark (attached / not attached)
1	Detail of firm: Name of the Firm / Contractor/ Owner / Partner along with Address/Ph. No. / Email ID etc. the detail should be furnished duly signed and stamped by the firm.	
2.	Nature of firm: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) valid documentary proof is required duly signed and stamped by the firm.	

3	Proof of address of office (duly signed & stamp) within the jurisdiction of Municipal Corporation Roorkee by service provider must be attached with the bid documents. If not, the service provider will have to furnish an Undertaking - II (Annexure – J) that he will open the office within the jurisdiction of Municipal Corporation Roorkee within 10 days from the initiation of Contract.	
4	In case of partnership firm, a copy of partnership agreement or General Power of Attorney (GPA) duly attested by Notary Public should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of the firm should also be furnished along with the tender.	
5	Bank Account details of the firm (for e-payment purpose) [the detail should be furnished duly signed and stamped by the firm.]	
6	The bidder should have average Annual Turnover of Rs.1,50,00,000/- of related services during last three financial years i.e. 2022-23 ,2023-24 & 2024-25 duly certified by the Chartered Accountant and the certificate should be verifiable by UDIN number. (Proof to be attached, self attested)	
7	Copy of Income Tax Return of last three Assessment Years i.e. 2023-24, 2024-25 & 2025-26 (Proof to be attached, self attested)	
8	GST Registration No. of Uttarakhand (Proof to be attached, self attested)	
9	Self-attested copy of the PAN card of the bidding firms or of the individual in case of proprietorship firm shall have to be provided along with technical bid.	
10	All bidders have to submit Bid Security Declaration Form as per Annexure-B , failing which their bid will be rejected outrightly. <i>(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)</i>	
11	a) The bidder must have experience over the last three years i.e. the current financial year 2025-26 and the last three financial years i.e. 2022-23, 2023-24, 2024-25 of similar services in Central/State Government/ PSUs/ Nationalized Banks/ Reputed Organizations. Services rendered with list of such Central/State/ PSUs/Nationalized Banks. Please attach and upload (a) work orders (b) Satisfactory performance certificates along with as per (Annexure C) b) The bidder must have successfully executed/completed Hiring of Commercial Taxi Services (Local & Outstation) on demand basis, over the last three years i.e. the current financial year 2025-26 and the last three financial years i.e. 2022-23, 2023-24, 2024-25: - 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost. <i>(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)</i>	
12	Provide the name, designation, and address of the person who will handle all communication for this tender (authorized signatory). (The detail should be furnished duly signed and stamped by the firm.)	
13	Affidavit (Undertaking) should be furnished on the non-judicial stamp paper of Rs.100/- duly signed by the notary as per attached Annexure – A <i>(No other format shall be accepted)</i>	

14	Compliance report on all the terms and conditions of the contract must be submitted by the tenderer in Annexure-D . <i>(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)</i>	
15	Duly filled and signed Non-performance, Litigation Statement (Annexure - E) <i>(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)</i>	
16	Non-Relation form must be submitted in Annexure-G duly filled and signed. <i>(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)</i>	
17	Declaration form must be submitted in Annexure-H duly filled and signed. <i>(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)</i>	
18	Declaration by the Bidder for Code of Integrity & Conflict of Interest in Annexure-I <i>(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)</i>	
19	The bidder shall submit attested copies of Taxi Registration Certificates in the name of the company or proprietor of three (3) vehicles of each category in Sedan (4+1) and SUV (6+1). (Self attested copy of the same must be attached).	
20	Valid latest MSME Certificate registered under Udyam Registration or Start-ups certificate registered under DPIIT in relevant category (If any). (upload a self attested copy of the same)	

Note:

- 1. Tender document should be submitted duly signed and stamp by authorized signatory of the firm on each page.**
- 2. The Tenderer must fill the above table and attached the required document on prescribed format.**

Date:
Place:

(Sign of Authorized signatory)
Name:
Designation:
Contact No:
Seal of the company:

4. Activity Schedule, Description of Services, Scope of works and other Requirements

1. **Schedule of submission of Bills:** Bills on account of providing Hiring of Commercial Taxi Services (Local & Outstation) on demand basis will be submitted on monthly basis and payment through electronic transfer will be made after submission of bills. However, any deterioration/deficiency in service will not be acceptable to CSIR-CBRI on the plea of delay in receipt of payment.
2. **Risk Hire Clause-** In case the service provider fails to supply the requisite number of vehicles, CSIR-CBRI, Roorkee reserves the right to hire the Taxis from other Taxi Stands at the risk and cost of the firm. The cost difference between the alternative arrangements will be recovered from the service provider.
3. The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be travelled. The taxi provided should be in perfectly sound working condition and should not be older than five years and have decent interiors with other necessary accessories.
4. **Service provider will be informed about the requirement of the taxi prior to 12 to 24 hours before departure to journey for outside Roorkee.** However, the contractor should be able to provide Taxis at a short notice (within one Hour). For casual requisitions, the taxi must reach the destination between 10 to 15 minutes in advance.
5. The Service provider shall not deploy any driver who has not completed eighteen (18) years of age. **The drivers engaged must have minimum 03 years of driving experience and be medically fit for driving.**
6. The drivers engaged in the Taxis should have valid Driving License to operate the taxi issued by the Transport Authorities. Other necessary certificates like Road Tax Clearance, Pollution Certificate, Necessary Full Insurance certificate including first party and third party of vehicles etc. should be in existence for all the vehicles.
7. The driver should be well mannered and always be in the uniform provided by the agency with mobile phones. **It must also have an active internet connection at all time where Google map can be accessed to navigate the shortest and/or fastest route possible avoiding traffic jams. The driver shall be reachable at all times during duty hours.**
8. The drivers engaged should be broadly aware of the all-major routes of India.
9. 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 cover.
10. In case of any break down while on journey, alternative arrangement shall have to be done by the service provider 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 service provider.
11. CSIR-CBRI reserves the right to terminate the contract without assigning any reason by giving the contractor one month notice of its intention to do so.
12. In the event of service provider failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction to the CSIR-CBRI, the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.
13. The owner/senior representative of the firm should be available round the clock on his own direct

telephone (office as well as residence) and on mobile phone so as to respond to the call for the vehicles in emergency cases.

14. All the charges towards repair/servicing, salary of the driver, fuel expenses or any other incidental expenses on operation & maintenance of the hired taxis would be borne by the firm.
15. At times, CSIR-CBRI may need additional number of Taxis / vehicles on specific days in connection with any conference / meeting etc., the service provider should be responsible to arrange for additional demand of taxis by making necessary tie-ups at his end with other Taxi Operators and such additional vehicles should be supplied at the contractual rates and conditions.
16. The contract will be valid for a period of two years which may be extended on the satisfactory services for a further period of one year on the same rates and terms and conditions depending upon the requirement and administrative convenience of CSIR-CBRI. No request of hike in approved rates for supply of taxis will be entertained during the period of contract for any other reasons what so ever.
17. If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/journey, the service provider shall be held responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
18. Decision of Competent Authority of the Department regarding acceptance or rejection of a tender will be final and binding.
19. The responsibilities for the safety and security of the operational vehicles solely lie with the Service Provider. It is also the Service Provider's absolute responsibility to take care of any damage/ repair of the operational vehicle. The vehicles will have to be fitted/ provided with the following additional accessories/utilities: -
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Tissue paper box
 - d) Car perfume
 - e) Seat belts (front & rear) & BS-6, safety air bags
 - f) Clean floor mats.
 - g) Mobile charger
 - h) Front and Rear seat belts in functioning condition must be provided in all taxis.
 - i) Mini fire extinguisher
20. Declaration from the transporter/service provider on their letter head stating that the drivers provided are of Good Character, vetted by Police for security, have valid driving license and are aware of the roads of respective states. The driver must follow traffic rules and all other regulations prescribed by the Government from time-to-time. In case of any challan for whatsoever reason by the Police/ Traffic Police, the Service Provider shall be liable to pay the fine imposed and bear other consequences.
21. Actual parking charges/Toll charges/octroi charges/entry taxes/inter-state taxes will be payable to agency on submission of parking bills/tolls/octroi/entry/inter-state taxes receipts along with monthly/daily outstation basis bills. **No Dead Mileage would be admissible.**
22. The agency will be responsible for compliance of all statutory provision related to minimum wages Act, payment of wages Act, EPF, ESI etc. in respect of the drivers deployed. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed as per applicable law. CSIR-CBRI shall not be a party in any disputes whatsoever regarding wages and allowances of drivers.

23. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work/contract.
24. The service provider shall indemnify the institute against all other damages/ charges for which the Government Institute may be held liable or pay on account of the negligence of the service provider or his staff or any person under his control whether in respect of accident/ injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The institute shall not be responsible financially or otherwise for any injury to the driver or person deployed by the service provider during the course of performing the duties.
25. Vehicles sent to outside of the state must have All India Permit.

5. FINANCIAL BID

Rates for hiring of taxies (including all taxes and levies except GST)

(i) **Financial Bid (Cover-II) as per BOQ:**

- (a) The rate fixed during the period of engagement shall be valid / applicable for a period of two year & extended period of one more year as per satisfactory performance of the firm, if extended. The rates shall remain fixed and no increase will be allowed for any reason whatsoever.
- (b) The tenderer shall quote the rates in Rupees. Any corrections will not be considered.
- (c) **No dead mileage** shall be paid under any circumstances. The kilometrage for the purpose of “vehicle run” and “hours of duty” shall be calculated from CSIR-CBRI and back to CSIR-CBRI, and the start and closing readings of duty/journey shall be considered from the office premises or designated place, and not from the taxi stand/garage.

The reading of start or closing of duty/journey shall be considered strictly from the office premises or designated place, and not from the taxi stand/garage.

- (d) **The Director CSIR-CBRI reserves the right to empanel multiple service providers at L1 prices, if required**
- (e) Please quote rates in the format of BOQ file uploaded keeping in view of above points.

(ii) **Criteria for Evaluation of L1 Financial bid (as per BOQ uploaded)**

L1 will be decided on the sum of rates quoted in BOQ.

6. TERMS AND CONDITIONS

- (i) The successful tenderer shall be required to furnish a **performance security** of **Rs. 5,00,000/-** (5% of estimated cost of tender) within fifteen days after receipt of Work order in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker’s Cheque or Bank Guarantee issued by a Nationalized Bank in favour of Director, CBRI, Roorkee and valid for a period of 26 months from the date of execution of Agreement of contract. The Performance Guarantee amount does not carry any interest and would be refunded on satisfactory completion of contract after adjusting the dues, if any, to CSIR-CBRI, Roorkee. In case the contract period is extended, bank guarantee would also be required to be extended up to two more months than that of extended period.

The performance guarantee in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee shall be discharged / returned after two months of expiry of successful completion of the contract.

In case of non-execution of the contract, in part or in full, the performance security shall be forfeited after giving due notice to the Contractor in respect of the defective/improper performance/execution or breach of any of the terms of the contract etc. Any sum of money due or payable to the Contractor including the performance security refundable to him under the contract may be apportioned by CSIR-CBRI against any amount of loss/penalty caused/imposed on the Contract or which the Contractor may own to CSIR-CBRI under this contract or any other contractor transaction.

- (ii) The Director of CSIR-CBRI, Roorkee can be terminated the contract at any time if the services are not satisfactory after reviewing the performance. Unsatisfactory service means not following contract terms, poor performance, or not correcting the problems pointed out in writing by CSIR-CBRI officials.
- (iii) Drivers are not employees of CSIR-CBRI. The service provider must pay their salary and all benefits. CSIR-CBRI will not deal with any complaints from the drivers.
- (iv) If after award of the contract, the successful bidder (L-1) fails to provide required number of vehicles/taxis, the contract is then liable to be terminated along with forfeiture of performance security deposit and other consequential actions such as blacklisting of the firm etc.
- (v) The agreement can be terminated earlier than the duration of contract by giving one month's written notice to the service provider by CSIR-CBRI without assigning any reason and the decision of the Competent Authority, CSIR-CBRI shall be binding on the service provider. No claims for compensation for the loss of revenue due to such decision shall be entertained.
- (vi) The firm should have registered vehicles in its name or in the name of the Proprietor (s) and should be in good condition. All the vehicles should be mechanically sound and should also have decent interiors with other necessary accessories.
- (vii) The quoted rates will be inclusive of all taxes(except GST) and no other charges will be paid extra except parking charges & toll taxes,.
- (viii) No mileage will be allowed to drivers for lunch/breakfast or for filling of fuel etc. The firm will ensure that the fuel tank of vehicles provided is completely filled up before deputing the vehicle for duty.
- (ix) The owner / firm should be in a position to supply additional vehicles on short notice as and when required.
- (x) The drivers provided by the firm should be well mannered, courteous and polite to the Officers with whom they are attached along with vehicle. They should be well acquainted with routes of Delhi/NCR and Uttarakhand area etc., punctual with valid driving licenses and they should have neat and clean uniforms with name badges. The drivers should not smoke or drink while on duty and should not play cards etc. during waiting time. The firms will ensure that vehicles and drivers of the dedicated vehicles are not normally changed. Frequent changes of vehicles and drivers will not be permitted.
- (xi) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided by the firm.

- (xii) In case a vehicle is requisitioned and the same does not reach at the appointed time and place, CSIR-CBRI will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending bills/security etc.
- (xiii) The contractor/service provider shall be responsible for complying with obligations under Income Tax, ESI, Contract Labour (Regulation and Abolition) Act, Minimum Wages Act, Labour Laws etc. and damages to third party arising due to accident etc.
- (xiv) The contractor/service provider shall be responsible for all litigations arising out of the non-payment of road tax, service tax etc. and other dues to the appropriate authorities and also for the payment of due compensation to the drivers and any other parties involved in the event of deaths/injuries/damages arising out of accidents and due to various other causes etc.
- (xv) It will be responsibility of the service provider to comply with all statutory obligations on his part arising out of this contract.
- (xvi) In case any Scientist/Official desires, the firm shall provide roof carriers on their vehicles/cars.
- (xvii) The service provider shall be responsible for keeping the vehicles insured in compliance with the provisions of Motor Vehicle Act. All claims arising out of it will be met by the firm and CSIR-CBRI shall not be liable in any matter whatsoever.
- (xviii) The service provider shall also be responsible for compliance with the legal provisions in respect of the vehicle and shall indemnify CSIR-CBRI from any loss on this account.
- (xix) The firm should have an adequate number of telephones for contact round -the-clock and the numbers of the same should be given to SO (General Section) and Incharge (Transport) dealing with the Staff Cars in the CSIR-CBRI, Roorkee as well as to the Scientist/Officers to whom the respective vehicles have been provided.
- (xx) The firm should have a provision to take bookings 24x7 and should be able to provide vehicles on Saturdays/Sundays/holidays also.
- (xxi) CSIR-CBRI will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury to any person or animal.
- (xxii) **The agency shall ensure that the odometer of the vehicles/cars supplied is properly sealed so that no tampering could be done with a view to inflate the distance travelled.**
- (xxiii) The authorized officer of CSIR-CBRI, Roorkee may conduct a surprise checking of the odometers of the cars/vehicles supplied from any workshop and the cost thereof will be borne by the agency.
- (xxiv) The agencies whose services had been faulty/litigated with CSIR-CBRI or which had repudiated in supplying vehicles in CSIR-CBRI after getting work award will not be considered for evaluation. Their bids will be disqualified out rightly.
- (xxv) Please ensure that all relevant details are recorded in the duly slip at the time of pickup and drop. The duty slip format will be provided by CSIR-CBRI. **(Annexure-F)**
- (xxvi) Penalty shall be levied as per penalty clause of this tender documents.
- (xxvii) The service provider shall ensure that all drivers deployed under this contract are duly insured under a valid Personal Accident Insurance Policy. The service provider shall submit documentary

proof of such insurance coverage to the Institute at the time of deployment and as and when demanded. The service provider shall be solely responsible for payment of any compensation, claims, or liabilities arising out of injury, disability, or death of the driver during the course of duty. The Institute shall have no liability whatsoever in this regard.

Note:

The bidder should sign/stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The bidder would fill up the information in attached Annexures in clear and legible terms. The prices to be quoted should be written in figures. Annexure will also have to be signed and stamped by the firm through its authorized signatory. No cutting/overwriting is allowed in the tender document.

7. TERMS OF PAYMENT

- a. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- b. Payment will be made on monthly basis after satisfactory services.
- c. Bills for supply of vehicle for every month along with duly signed duty slips and/or proper records of movements of vehicles by the users shall be submitted in the 10th of next month (or next working day in case of 10th is holiday) of the following month to the SO (Gen), CSIR-CBRI for payment.
- d. Payments will be made by this Department through RTGS/ECS through bank only.
- e. CSIR-CBRI shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the penalty clauses.
- f. The term payment mentioned in this para includes all types of payment due to the service provider arising on account of this contract excluding Performance Security Deposit governed by the separate clauses of the contract.

8. PENALTY CLAUSE

Penalty will be levied, for the violation of terms and conditions of the contract in the following manner:

S No	Nature of Default	Default Details	Penalties			Remarks
			1st instance	2nd instance	3rd instance	
1.	Non deployment of vehicle/driver (no replacement provided)	Non deployment for 30 min or more, no replacement provided up to 2 hours	Warning	Rs. 1500/- per car at each occasion	Rs. 2500/- per car at each occasion	Repeated default will be viewed seriously which may lead to termination of the contract at the sole

2.	Non deployment of vehicle/driver (replacement provided)	Non deployment for 30 min or more, replacement provided within to 2 hours	Warning	Rs. 1000/- per car at each occasion	Rs. 2000/- per car at each occasion	discretion of the Competent authority of CSIR-CBRI.
3.	Breakdown of vehicle during trip (no replacement provided)	No replacement provided up to 2 hours	Warning	Rs. 1500/- per car at each occasion	Rs. 2500/- per car at each occasion	
4.	Failure to address deficiencies pointed out at inspection	Deficiencies not addressed after 24 hours of inspection	Penalty of Rs. 500/-	Penalty of Rs. 1000/-	Penalty of Rs. 1500/-	After 3rd instance, the buyer may continue to impose the same penalty as imposed for 3 rd instance.
5.	Breakdown of vehicle during trip (Replacement provided)	Replacement provided within to 2 hours	Warning	Rs. 1000/- per car at each occasion	Rs. 2000/- per car at each occasion	
6.	Delay in arrival late reporting of vehicle/ driver	For 30 mins or more	Warning	Rs. 1000/- per car at each occasion	Rs. 2000/- per car at each occasion	
7.	Misbehavior by driver/ unacceptable behavior by driver	Any instance	Penalty of Rs. 2000/-	After 2nd instance, the service provider will have to replace the driver		
8.	Driver in intoxicated state	Any instance	Penalty of Rs. 2500/-	After 1st instance, the service provider will have to replace the driver. After 2 cumulative instances, buyer may terminate the contract.		
9.	Denial of duty to be considered as financial penalty.	Any instance	Penalty of Rs. 2500/-	In the first instance of refusal to perform duty, the concerned official/employee shall be issued a warning along with the imposition of a financial penalty.		

9. ARBITRATION CLAUSE

- i. In the event of any question/dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre for appointment of Arbitrator to adjudicate the dispute.
- ii. The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and /or directions, as may be required.
- iii. Subject to the aforesaid provision, the arbitration and conciliation act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

Affidavit (Undertaking)

(The same to be furnished on Non-Judicial Stamp paper of Rs. 100/- with attested Notary. No other format shall be accepted)

We/I Proprietor/Partner(s)/Director(s) of M/s..... hereby declare that:

1. Our/My Firm has never defaulted on any loan by Bank/Financial Institutions in the past.
2. There are no statutory dues and liabilities against our/my firm.
3. Our/my firm is not blacklisted and debarred in the past by any Govt. Department/CSIR.
4. There is no criminal case pending against the firm in any Court of Law or quasi- judicial body.
5. Our/My Firm is not Bankrupt, under liquidation, Court receivership or similar proceedings.
6. If any such type of misconduct comes to notice of the principal employer the contract shall be terminated and penalties will be imposed as per penalties clause of this tender document.
7. All the contents of this affidavit are true to the best of my knowledge and belief. Nothing material/information has been concealed.

Place:

Date:

**TENDERER'S SIGNATURE WITH OFFICIAL
SEAL/STAMP**

**Attested
(Notary)**

Document relating To Bid Security

Form 7 of Procurement of Non-consultancy Services

(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)

Note: Submit as Form 7 as part of technical bid, a Bid Securing Declaration In lieu of bid security in the following format.

Bid Securing Declaration

Bidder's Name _____

Address _____

Contact Details _____

To

The Director,

CSIR-CBRI, Roorkee

Ref: Tender Document No. _____

Sir/ Madam,

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Documents, the bid must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organization for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) Withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) 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 sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) Receipt by us of your notification
 - (a) Of cancellation of the entire tender process or rejection of all bids or
 - (b) Of the name of the successful bidder or
- 2) Forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Date on.....day of.....[insert date of signing]

Place.....[insert date of signing]

DA:.....

COMPLIANCE REPORT

(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date: _____

To,

The Director
CSIR-CBRI,
Roorkee

Ref: Your Tender Document No. _____; Tender Title: _____

Sub: Regarding tender for "Hiring of Commercial Taxi Services (Local & Outstation) on demand basis at CSIR-CBRI, Roorkee".

Sir/Madam,

I have gone through the complete terms and conditions, Scope of works, eligibility criteria etc. of the Tender for Hiring of Commercial Taxi Services (Local & Outstation) on demand basis at CSIR-CBRI, Roorkee and accept the same.

Place:

Date:

TENDERER'S SIGNATURE WITH OFFICIAL
SEAL/STAMP

Non-performance, Litigation Statement

(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)

Tender Document No. _____

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date _____

Note to Bidders: Fill this Form for Bidder and each member of a joint venture or other association that is a party to Bidder to highlight conformance to Criteria 1(b): Nonperforming Contracts and Litigation. The list below is indicative only. You may attach more documents as required. Add additional details not covered elsewhere in your bid in this regard.

Non-Performing Contracts as per Criteria 1(b) Section VIII, Qualification Criteria			
a) Contract non-performance did not occur during the five years before the deadline for the bid submission as per the above criteria			
Or			
b) Contract(s) not performed during the five years before the deadline for the bid submission as per the above criteria are listed below			
Year	Non performed a portion of the contract	Contract Identification	Total Contract Amount
[insert year]	[insert amount and percentage]	Contract identification: [indicate complete contract title, number, and any other identification] Name of institution: [insert full name] Address of institution: [insert street/city/country] Reason(s) for non-performance: [indicate main reason(s)]	[insert amount]

<u>Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes</u> , the process or outcome of which the Procuring Entity could reasonably interpret may impact or have the potential to impact the financial or operational condition of Bidder in a manner that may adversely affect the Bidder's ability to satisfy any of its obligations under the contract as per Section VIII. Qualification Criteria.			
Note: Bidder and each member of a Joint Venture/Consortium making up a Bidder must complete this table			
a) No Or b) Yes			
If Yes, Describe:			

Year	Matter in Dispute	Contract Identification	Value of Award (Actual or Potential) Against Bidder
[insert year]	[insert amount and percentage]	Contract identification: [indicate complete contract title, number, and any other identification] Name of institution: [insert full name] Address of institution: [insert street/city/country] Reason(s) for non-performance: [indicate main reason(s)]	[insert amount]

OFFICIAL DUTY SLIP*(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)***Serial No:**

CBRI/2026/_____

Date: / /

Vender Name -

Driver Name:.....

Vehicle Number:.....

USER INFORMATION**Name of the Officer/Multiple Daily Duty:****Designation / Department:**.....**JOURNEY LOG***(Please list every destination separately to ensure transparency in mileage.)*

SL. No	Journey Details (From → To)	Starting Time	Closing Time	Starting Meter (KM)	Closing Meter (KM)	Signature
1						
2						
3						
4						
5						

Overall Summary (for the Day):

- **Total Duty Time:**
- **Total Kilometers Covered:**

ADDITIONAL CHARGES**Parking Fees (Total):** ₹..... (Attach receipts)**Toll / State Tax:** ₹..... (Attach receipts)**Night Halt (if any):** ₹.....**User's Signature**

ANNEXURE-G

Non-Participation of near relatives of employees in the tender/execution of works in units.

(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)

To,

The Director
CSIR-CBRI,
Roorkee

- (i) I.....S/o.....R/o.....hereby certify that none of my relative (s) as defined in Clause No. 4-B-(i) Relationship with Employees: of the tender document is/are employed in CSIR-CBRI as per details given in tender document. In case at any stage, if it is found that the information given by me is false/ incorrect, CSIR-CBRI shall have the absolute right to take any action as deemed fit without any prior intimation to me.

**TENDERER'S SIGNATURE WITH OFFICIAL
SEAL/STAMP**

DECLARATION

(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)

To,

The Director
CSIR-CBRI,
Roorkee

- a. I _____ son/daughter/wife _____ of _____ Shri _____ and Proprietor/Director/authorized signatory of the agency mentioned above, is competent to sign this declaration and execute this tender document.
- b. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- c. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am /are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of Performance Guarantee as the case may be.

Date:

Place:

Signature of authorized person

FULL NAME:

Address with Stamp:

ANNEXURE-I

Format for declaration by the Bidder for Code of Integrity & Conflict of Interest
(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)

Ref No: _____

Date _____

To,

The Director
CSIR-CBRI,
Roorkee

Sir,

With reference to your Tender No _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as per Rule 175(1) Code of Integrity of General Financial Rules 2017 and as mentioned under Para (4) of Buyer added Bid Specific Terms and Conditions of your Tender document and have no Conflict of Interest as mentioned under Para 14-B (11) of Tender document.

The details of any previous transgressions of the Code of Integrity with any entity, in any country, during the last three years, or of being debarred by any other Procuring Entity (Copy to be enclosed), are as under:

- (a)
- (b)
- (c)

We undertake that we shall be liable for any punitive action in case of the transgression/ contravention of this Code of Integrity & Conflict of Interest.

Thanking you,

Yours sincerely,

Signature
(Name of the Authorized Signatory)
Company Seal

Code of Integrity and Conflict of Interest

1. The bidders/suppliers should sign a declaration about abiding by the Code of Integrity for Public Procurement in bid documents. In case of any transgression of this code, the bidder is not only liable to be removed from the list of registered suppliers, but it would be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and so on.
2. **Code of integrity for Public Procurement:** The Purchaser as well as bidders, suppliers, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:
 - A. **“corrupt practice”:** making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
 - B. **“Fraudulent practice”:** any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
 - C. **“anti-competitive practice”:** any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the purchaser, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
 - D. **“coercive practice”:** harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
 - E. **“conflict of interest”:** participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of purchaser who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the purchaser with an intent to gain unfair advantage in the procurement process or for personal gain; and
 - F. **“Obstructive practice”:** materially impede the purchaser’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the purchaser’s Entity’s rights of audit or access to information;

Signature
(Name of the Authorized Signatory)
Company Seal

ANNEXURE-J

UNDERTAKING – II

(The same to be furnished duly signed and stamped by the firm. No other format shall be accepted)

I/We, M/s _____, having our registered office at _____, do hereby solemnly affirm and undertake as under:

1. That we have participated in the tender for **Hiring of Taxi Services vide tender no.....dated.....** floated by **CSIR–Central Building Research Institute (CBRI), Roorkee.**
2. That in the event of award of the contract in our favour, we shall establish and make fully operational a functional office within the **jurisdiction of Municipal Corporation Roorkee (Uttarakhand)** within **10 (ten) days** from the date of issuance of the Work Order / Award of Contract.
3. That the said office shall be adequately staffed and equipped with necessary infrastructure, communication facilities, and manpower to ensure smooth, efficient, and uninterrupted execution of the taxi services as per the terms and conditions of the contract.
4. That we fully understand that failure to comply with the above requirement within the stipulated time may result in cancellation of the contract and/or any other action as deemed fit by CBRI.
5. We further undertake to abide by all terms and conditions of the tender document and instructions issued by CBRI from time to time.

This undertaking is given voluntarily and with full understanding of its implications.

Date: _____

Place: _____

Authorized Signatory
(Signature)

Name: _____

Designation: _____

Seal of the Firm: _____