THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

ICSI HOUSE, C-36, SECTOR-62, NOIDA -201309

Tender No. ICSI/Admin/Transport/2018-19 **Date: January 08, 2019**

SUB: Tender for empanelment of vendors for hiring taxis for Local and out Station Transportation for ICSI Delhi and/or Noida offices.

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Cost of Tender	Rs.500+ 18% GST (Rs.500/-+Rs.90/-) (Rupees Five Hundred and Ninety Only)
Earnest Money Deposit	Rs.50,000/- (Rupees Fifty Thousand only)
Tender Publish Date	January 08, 2019
Pre Bid meeting if requested by prospective bidders through e-mail	January 15, 2019 at 11:30 AM Address: The Institute of Company Secretaries of India ICSI House, C-36, 5th Floor Sector - 62, Noida – 201 309
Last Date and Time for Submission of Bids	January 29, 2019 at 02.00 pm.
Address for submission of Bids	The Institute of Company Secretaries of India ICSI House, C-36, 5th Floor Sector - 62, Noida – 201 309
Venue, Date and time of opening of Technical Bids.	Address as above. January 29, 2019 at 3:30 PM
Contact details	Mr. K. C Kaushik, Joint Director Tel: 0120-4082190, 011-45341023/1056 E-mail: kailash.kaushik@icsi.edu Mr. Sanjeev Dogra, Dy. Director 011-45341004, email: sanjeev.dogra@icsi.edu Ms. Vandana Mohindroo, Asst. Director 0120-4522015, email: vandana.mohindroo@icsi.edu
Institute's Website	www.icsi.edu

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A. About ICSI:

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 **(herein after referred as ICSI / Institute)**. ICSI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at 22, Institutional Area, Lodi Road, New Delhi. The Institute has other offices at C-36& C-37, Sector – 62, Noida – 201309. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

B. DEFINITIONS

i) The "ICSI" means THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, New Delhi.

i) The "Service" means providing **taxis for Local and out Station Transportation**, which the bidder is required to provide to the ICSI under the Contract through this tender.

ii) "Bidder" or "Tenderer" means the agency/firm that is engaged in the business of providing **taxis for Local and out Station Transportation** on annual contract basis and applies in response to this notice inviting tender.

iii) "Vendor" mean the successful bidder who is engaged by ICSI to provide the service through this tender process by entering into the contract with the ICSI.

iv) "Party" means ICSI or Vendor individually and "Parties" shall mean ICSI and Vendor collectively.

v) "Letter of Intent" means the communication of the intention of the ICSI to the Bidder for the award of work read with Bid documents.

vi) "Work Order" means the Order placed by the ICSI to the vendor signed by the authorized officer of ICSI including all attachments and appendices thereto and all documents incorporated by reference therein. Work order along with the Letter of Intent if any and tender documents and the agreement if any constitutes the Contract.

Sealed tenders are invited from reputed service providers or authorized vendors for providing **taxis for Local and out Station Transportation for ICSI offices** as per the details given in Part **'A'**, **'B'** & '**C'** of the Tender Document. The terms and conditions governing the instant Tender are as under:

PART 'A'

1. Instruction to Bidders

1.1.1 The tender document may be obtained during working hours from **January 08, 2019 to January 29**, **2019 (till 01.00 PM) on all ICSI-HQ working days on payment of Rs.500/- (Rs.500 + 18% GST)** from the Reception Counter of the Institute on cash payment or by submitting a demand draft in favour of **"The Institute of Company Secretaries of India", payable at New Delhi.** The tender document can also be downloaded from the website of the Institute (www.icsi.edu) for which bidder would be required to enclose a demand draft of **Rs.500/- (Rs.500 + 18% GST)** towards the cost of the tender document along with their quotes, failing which the tender shall be out rightly rejected. If any discrepancies found in the downloaded version of the tender, the version of the tender document kept at Purchase cell of the Institute will be treated as authentic and correct.

1.2 The sealed tenders are to be submitted in prescribed format on the bidder's business letter head duly stamped, signed and dated on each page of Part 'A' & 'B' and 'C' as a token of the bidder's unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the tender must be duly authenticated by the bidder. No over-writing shall be accepted unless authenticated with full signature of the bidder.

1.3 **Bid Submission**: Each bidder shall submit the tender in three separate sealed envelopes, (i) EMD & Tender Fee is to be put in **envelope No. 1** (please mark the envelope as **"No.1 – EMD & Tender Fee**"), (ii) Part 'A' & 'B' including Form I (annexure A), Form II (annexure B), and Form III (annexure C), along with all requisite documents is to be put in **envelope No. 2** (please mark the envelope as "**No. 2 – Technical Bid**"), (iii) Part 'C' only is to be put in **Envelope No. 3** (Please mark the Envelope as "**No.3 – Financial Bid**"). All the sealed envelopes bearing No. 1, 2 and 3 as mentioned above are to be put in main envelop i.e. Envelope No. 4.

(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD and Cost of Tender but must enclose valid NSIC / MSME certificate/document in envelope No. 1 instead of EMD demand draft).

The sealed tender envelope duly super scribed, **"Tender for empanelment of vendors for hiring taxis for Local and out Station Transportation for ICSI Delhi and/or Noida offices"** due on **January 29**, **2019** should be addressed by name to **Shri Ashok Kumar Dixit, Officiating Secretary**, **The ICSI** and sent at the Institute's address given below either by registered post/speed post/courier or by dropping in the tender box placed at 5th floor of Institute's Headquarter at its Noida office address as mentioned below & should reach on or before **January 29**, **2019** at **02.00 pm.**

Address:

Shri Ashok Kumar Dixit
Officiating Secretary
The Institute of Company Secretaries of India
ICSI House, C-36,(5th Floor : Tender Box)
Sector-62 Noida – 201 309 (UP)

The Institute shall not be liable for any transit delays whatsoever and tenders received after the stipulated time/date are liable to be rejected summarily without assigning any reason and without any further reference to the bidder.

1.4 **Pre-Bid Meeting**: The pre bid meeting will be held on **January 15**, **2019** at **11:30 AM** at ICSI House, C-36, Sector-62 Noida – 201309 (UP) only on the request of the prospective bidders if there is any unresolved quarries sent by the bidders through e-mail. If any bidder is having queries or require any clarification on the scope of work or tender terms & conditions may seek through e-mail to **Mr. K. C. Kaushik, Joint Director, Tel: 011-45341023, 0120-4082190, E-mail: kailash.kaushik@icsi.edu by January 14, 2019 up to 12:00 Noon which will be clarified in the pre-bid meeting**. No individual communication will be done with the bidders. Any substantial change in the tender terms & conditions and scope of work will be notified by addendum/corrigendum through ICSI Website (tender page). Any quarries received after the due date, will not be entertained.

1.5 The Technical Bids shall be opened on **January 29**, **2019 at 03:30 PM** in the Institute of Company Secretaries of India at ICSI House, C-36, 5th Floor, Sector - 62, Noida – 201 309 in the presence of those bidder(s)who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for ICSI / Central Government offices, the due date for opening of the bids will be the following working day at the appointed time and venue.

1.6 Institute requires tentative service as mentioned in the Price Bid Format which may vary as per the actual scope of work. The vendor will be obliged to provide service for the actual quantity available at site. The payment to the vendor will be made for the varied quantity either by reducing or enhancing the price pro-rata based on the quoted price.

1.7 The information contained in this Tender Document or subsequently provided to Bidder(s) / Applicants whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India (hereinafter "ICSI") or by any of their employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this Tender document is to provide the Bidder(s)/Applicants with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each Bidder/Applicant may require. This Tender document may not be appropriate for all persons, and it is not possible for the ICSI, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder/Applicant who reads or uses this Tender document. Each Bidder/Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. ICSI, its employees and advisors make no representation or warranty and shall incur no liability under any law, statue, rules or regulations as to the accuracy, reliability or completeness of the RFP document. ICSI may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

1.8 Rates should be quoted as per the enclosed financial bid pro-forma **(Part C)**. Any change in the pro-forma by the bidder shall lead to cancellation of the tender. In case bidder does not quote rate for any component mentioned in financial bid pro-forma, then it will be deemed that bidder

will not claim such charges/amount from ICSI and bidder will be liable to pay the same as applicable to the concerned. An undertaking in this regard must be enclosed along with the bid, failing which the tender shall be out rightly rejected.

1.9 The rates should be mentioned in figures as well as words and GST, if applicable, shall be mentioned separately. If bid is not submitted as per instruction as mentioned above, will not be considered or evaluated.

1.10 **Earnest Money Deposit (EMD)**

1.10.1 The **Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only)** in the form of Demand Draft/pay order drawn in favour of **"THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi** only is to be submitted along with the bid.

1.10.2 Tenders received without the prescribed Earnest Money Deposit (EMD) shall not be entertained and shall be rejected summarily.

1.10.3 The EMD of the successful bidder can either be converted as part of the performance security on request of the bidder or will be refunded after receipt of Performance Guarantee/Security. In case the selected bidder/bidder/vendor opts to convert the EMD to be part of the performance security, balance amount towards the performance security will be recovered from the payable amount to the vendor. The EMD of the unsuccessful bidders will be refunded without any interest/Bank commission/collection charges within 30 days after award of the contract / work order to the successful bidder.

1.11 **Forfeiture of EMD:**

The EMD of the bidders shall be forfeited in the following circumstances:-

1.11.1 the bidder withdraws its bid;

1.11.2 the selected bidder does not accept the Purchase / Work Order;

1.11.3 the selected bidder fails to supply goods / services as per the terms of the Tender and Purchase / Work Order.

1.11.4 any other unjustified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring/cartel, submission of multiple bids in different names etc.

1.12 The GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, bidders who have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the bidder without GST registration details will be summarily rejected.

1.13 ICSI shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the bidder without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular bidder. The Financial Bid of only those bidders shall be opened those who are declared as qualified in the technical scrutiny by ICSI. Time and date for opening the financial bid shall be intimated separately through

website notification at www.icsi.edu and/or email communication as furnished by the bidder in the bid document.

1.14 Correction and overwriting anywhere in the tender document should be avoided. Every correction and overwriting must be authenticated with full signature of the bidder, otherwise the tender is liable to be rejected.

1.15 The person signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the bidder. If subsequently comes to light that the person so signed had no authority to do so, ICSI may without prejudice to any other civil & criminal remedies cancel the tender and hold the bidder liable for all costs, charges and damages.

1.16 All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount written in figure will be treated as final.

1.17 Bidders quoting rates in the financial bids shall include all charges except GST which is to be shown separately as per the financial bid format. Further, parking fees, Toll tax, environmental tax and State Transit tax if any will be paid by ICSI on submission of proper receipt.

1.18 While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any bidder stipulates any condition of his own, such conditional tender is liable to be rejected.

1.19 Bids received by ICSI from bidders will be scrutinized and compiled for L1 rates. Tender is floated for empanelment of vendors for providing local and out station transportation. Bidder whoever is interested to get empaneled with ICSI on the compiled L1 rates will be empaneled for providing services.

1.20 Preference will be given to bidders having GPS enabled vehicles.

1.21 **Depending upon the requirement and need, ICSI may requisition the vehicle to provide either from Delhi or Noida and the charges for the distance either from ICSI or the place of pickup /drop to the place of garage would be considered accordingly. For payment purpose, the distance of garage up to max of 8 KM (one side) from the Institute (Lodi Road) / Noida office) will be considered. Preference will be given to the vendors having garage located at distance less than the prescribed 8 KM from the institute.**

1.21.1 Bidders may submit their bids either for both or any one of the location-

(i) ICSI House, 22, Institutional Area, Lodi Road New Delhi 110003
(ii) ICSI House, C-36 & C-37, Sector-62, Noida – 201309

1.22 **Scope of Work**: Vendor (*i.e*. bidder selected) is required to do the following but not limited to:

1.22.1 Vendor will provide services to ICSI at both or any one location:
(i) ICSI House, 22, Institutional Area, Lodi Road New Delhi 110003
(ii) ICSI House, C-36& C-37, Sector-62, Noida – 201309

1.22.2 Any untoward incident has to be reported immediately to authorized official of the ICSI.

1.22.3 For any misconduct, mischief, criminal act etc., the deployed staff and the vendor shall be dealt under the prevailing law of land.

1.22.4 The vehicle must be having Commercial Number plate and CNG Vehicles must have exemption stickers from Indraprastha Gas Ltd.

1.22.5 The duty slip should contain the signature of the passenger/guest and the details of journey being undertaken by him/her.

1.22.6 The firm must have infrastructure to send SMS to the guest viz Cab No , Driver name, Driver mobile number in addition to the officials of ICSI

1.22.7 All the vehicles supplied to ICSI shall fully comply with vehicle fitness requirements in the Union Territory of Delhi and State of Uttar Pradesh & Haryana, and all provisions of the Motor Vehicles Act, 1988 and rules made there under including other instructions/requirements issued/specified from time to time.

1.22.8 The vehicles supplied on regular basis should be in good condition. The vendor should ensure regular service of the vehicle for proper service conditions.

1.22.9 The vendor should ensure that taxis shall be neat and clean when use by the ICSI. The vehicles shall be fitted with perfume repellant

1.22.10 The vendor must use our customized placard and return the same after use. In case of emergency the vendor shall prepare the same and show in the Airport or in Railway station.

1.22.11 The Vendor shall obtain adequate insurance cover for the vehicle, his staff and all bonafide passengers of the vehicle supplied pursuant to this tender. Further, the vendor shall be responsible for all injuries and accidents to such staff and bonafide passengers including such injuries and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the Vendor's obligations pursuant to this tender.

1.22.12 The vendor shall maintain a Complaint Book which will be made available to the Supervisory Staff of ICSI to redress the complaints of ICSI staff making use of the transport services provided hereunder.

1.22.13 The Vendor Employees shall be trained and educated. The Vendor shall also undertake at his own expense in consultation with ICSI, a continuous updating of skills and procedure to be followed by the Vendor Employees provided to ICSI by organizing suitable training schedules for them.

1.22.14 The Vendor will get all the Vendor's Employees, verified of their antecedents, through Police and a certificate to this effect be furnished by the Vendor to ICSI before deployment of such Vendor's Employees. The Vendor should also maintain proper record/documents of the same.

1.23 **Bid Validity**: Price quoted must be valid for at least 90 days from the date of opening of bid. If required, ICSI may ask extension of bid validity as suitable from the bidders and in that case the bidder either may opt out of the bid or may extend the bid as required.

1.24 **Eligibility Criteria (Mandatory Requirements):**

1.24.1	Bidder must have GST registration and PAN. (Please enclose self-attested photocopy of the documents).
1.24.2	The bidder shall have a minimum fleet of 05 Vehicles (Please enclose proof of registration number of vehicles to be attached).
1.24.3	Bidder must have at least 03 years' experience of providing taxis for local and out station transportation service in reputed establishments. (Please enclose Work order/ certificates from the previous or existing clients).
1.24.4	Bidder must have average annual turnover of Rs.20.00 lakhs (Rupees Twenty Lakhs only) per year in last three financial years (F.Y. 2015-16, 2016-17 and 2017-18). (Submit the certified audit report or IT returns of the relevant financial year with technical bid, whichever is applicable).
1.24.5	The bidder must submit Self-Certificate on the letter head of the bidder by declaring that the bidder has not been ever blacklisted by any Central/State Governments/PSU's, etc.
1.24.6	Tender document each and every page has to be signed and stamped by bidder.

1.11 **Bid Evaluation**: The technical bids will be evaluated based on the bid eligibility criteria and those who qualify in the technical evaluation process shall be declared as eligible bidder for financial bid. After evaluation of the technical bids, the financial bids of the technically qualified bidders will be made open. On evaluation of financial bid, the **lowest** rate for each category and each location (i.e. Noida and/or Lodi Road New Delhi) offered by the bidders during this tender process will be defined as '**Benchmark Rate'**. The technically qualified bidders will be offered the chance to be empanelled with ICSI for the service on the basis of '**Benchmark Rate'**. All the technically qualified bidders who agree to provide the service to ICSI based on '**Benchmark Rate'** are to be empanelled with ICSI.

1.12 Any bidder who puts any condition in the financial bid will be disqualified from the bidding process without any further reference to the bidder. Financial bid submitted in unsealed cover along with technical bid in violation of bid submission process will also attract disqualification of the bidder from the bidding process. Indication of price anywhere in the technical bid also will disqualify the bidder. In both the cases the EMD amount will be forfeited.

1.13 The Institute shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late or incomplete offers without assigning any reason what so ever. ICSI reserves the right to make any changes in the terms and conditions of the work. ICSI will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.

1.14 The ICSI reserves the right to accept any bid and to annul the entire tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the ICSI's

action.

1.15 Institute also may include more qty. for the existing items as described in the scope of work or brought in new items in the scope of work if needed in future. The vendor(s) will be paid pro-rata based on the qty., rate and duration of contract for such new qty. for the existing items. For new items brought under the scope of contract, Institute will pay as per mutual agreed rate but at same terms and condition.

1.16 Bidders are welcome to visit ICSI office to inspect the site condition, systems and process flow before submitting their bid. The vendor has to submit a report/certificate before the contract is taken up by them certifying that all systems are found in proper working condition. The detailed list of the defective equipment/items related to this contract has to be submitted separately.

2. Terms and Conditions of the Contract:

2.1 The contract being offered through this tender is intended to have empanelment of vendors who agree to provide service on the basis of '**Benchmark Rate'.**

2.2 The contract will be initially for a period of two years and is likely to commence from the date of signing of the agreement which may be extended for a further period on yearly basis up to three years as per quoted rates, terms and conditions as mutually agreed upon, except the absorption of cost due to increase in fuel charges, if any, as per the formula defined below subject to the age, working condition and maintenance of vehicle being provided in good condition.

The price quoted and accepted by ICSI would remain same during the contract period of first one year. However, during the extension of the contract, if any, the hike in fuel charges would be absorbed by ICSI as per the formula given below:

$\frac{X - Y}{Z}$ multiplied by total no. of KM used by ICSI

X = Present Cost of fuel per Ltr/Kg used in the vehicle

Y = The cost of the fuel before increase per Ltr/ Kg

Z =The mileage being provided by the respective vehicle per Ltr/Kg as mentioned in the tender document.

2.3 The duration of the contract shall be of one year subject to quarterly appraisal and review by ICSI and in case the jobs performed are not found to be satisfactory, the contract shall be terminated by giving notice of one month by ICSI.

2.4 **Vendor will not provide services of the vehicles which are more than three (03) years old.**

2.5 The vendor has to submit the performance guarantee/security deposit in form of a Bank Guarantee from any scheduled commercial bank to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the successful bidder or any failure on the part of the vendor in fulfillment of terms and conditions of the contract and conditions contained in the contract. The value of the bank Guarantee has to be of

equivalent amount of Rs. 1,00,000/- (Rupees One Lakh only). The bank Guarantee has to be submitted within 10 days of issue of order but before execution of the contract. The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. The vendor shall not be entitled to any claim or receive any interest on the amount of performance guarantee. The EMD of the vendor will be refunded after submission of the performance Guarantee/Security Deposit.

2.6 The vendor having valid registration with NSIC/MSME on the date of submission of tender, are also required to submit requisite security deposit / performance guarantee.

2.7 The parking fees, Toll tax, environmental tax and State Transit tax if any will be paid by ICSI in addition to the cost of running. The parking fee/ tax receipt should be attached to the main bill.

2.8 ICSI will pay for garage-in and/or garage-out subject to maximum limit of 10 kms from ICSI offices at Sector 62, Noida or Lodi Road, New Delhi, as applicable.

2.9 The driver/ staff deployed by the Vendor for driving the vehicles should hold valid driving license and to be in uniform as well, be fit physically and mentally. Medical Fitness certificate for all such staff appointed pursuant to this Tender should be provided at the time of award of tender.

2.10 The vendor shall be responsible for the good conduct and behavior of his staff. If any of the vendor's Staff is found misbehaving with the supervisory staff or any other staff member/ guest /student of ICSI, on receipt of instructions from the authorized officer of ICSI, the Vendor shall replace such staff, at its own risk and responsibility.

2.11 Driver should possess a Cell phone of his own or being provided by the vendor to call the guest.

2.12 The Vendor shall issue necessary instruction to his fleet staff to act upon the instruction given by the authorized official of the ICSI.

2.13 The Vendor shall ensure proper and reasonable precautions during performance of their obligations and in the event of any loss being caused to ICSI on account of negligence/dereliction of duties or performance of their obligations by the Vendor or the Vendor's staff, the Vendor shall be liable to indemnify ICSI for such loss, out of the Vendor's insurance cover or otherwise, such loss being quantified after an inquiry comprising of the representative of ICSI and the Vendor.

2.14 Vendor shall abide by all applicable laws including labour and welfare Laws (ESI, PF, BONUS, Income Tax, GST or any other extra taxes levied by the Government), the companies Act, etc. and shall adopt all required, Welfare measures for the Vendor Staff and discharge all other obligations concerning thereto. The Vendor shall furnish adequate proof to ICSI in this

regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Vendor, and ICSI shall not be held liable for such responsibilities/ obligations in any manner what-so-ever.

2.15 ICSI reserves the right to ask and require the vendor to remove any Vendor Staff deployed by the Vendor, without assigning any reason/notice therefore.

2.16 The Vendor must pay minimum wages to its Staff as per the Minimum Wages Act and satisfy all other applicable statutory requirements.

2.17 **Payment Terms:** Payment will be made on monthly basis at the end of each month for the preceding month. Institute will make payment within thirty days on submission of certified tax invoice subject to appropriateness of the invoice. Payments shall be subject to deductions of any amount for which the contractor is liable under this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the prevailing Income-Tax Act and any other taxes as prevailing on the date of invoice submission and/or payment date.

2.18 The vendor will have to provide the service as per stipulated timeline as per instruction of ICSI, failing which the Institute will cancel the work order issued to the vendor.

2.19 **Penalty:** The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on the part of bidder or his employee.

2.19.1 **Penalty for Deficiency in Service:** The competent authority of the ICSI may impose penalty as he finds appropriate on case to case basis based on the damage or loss or any other inconvenience incurred to ICSI, including stopping the payment of bills of respective service, if vendor fails to provide the desired service or making delay in providing services or not able to provide services up to the satisfaction of ICSI.

Further, if the Vendor fails to perform its obligations as per the Standard Operating Procedures as enumerated hereto to the satisfaction to the Supervisory Official of ICSI or any officer nominated by Secretary ICSI or on any day in any assigned route, ICSI may, without prejudice to its other rights and remedies, levy a charge of Rs. 1000/- or less / more as deemed fit for each day or part thereof. The Vendor shall provide an adequate replacement in case any of the vehicles not performed or stopped or failed to run. This will be at no additional expenses to ICSI. This will be in addition to the penalty for non-implementation of or non-performance as per the Standard Operating Procedures as mentioned above. This will also be in addition to the claim of ICSI as mentioned above.

2.19.2 **Penalty for Misconduct or Breach of Condition of Contract:** The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief,

misappropriation or any other type of misconduct or breach of condition on the part of vendor or its employee. The competent authority of the ICSI may impose for the aforesaid misconduct or breach of condition on the vendor a penalty of minimum Rs. 1000/- (Rupees one thousand only) to twice to the maximum damages and loss incurred to ICSI, apart from the right to terminate the contract, blacklisting of vendor, forfeiture of security deposit / EMD and claim damages.

2.20 The vendor shall ensure that all the relevant licenses / registrations / permission, which are/may be required related to the services provided are valid during the entire period of the contract on failing to comply the aforesaid provisions will attract the appropriate penalties or termination of the contract.

2.21 The staff deployed by the vendor should not have any Police records/criminal cases against them. The vendor should make adequate enquiries about the character and antecedents of the persons whom they are deploying at ICSI. The character and antecedents of persons will be verified by the vendor before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to ICSI before commencing the service.

2.22 The vendor is liable to disclose, in case he has been banned by any organizations under any Services rendered by the vendor. Failure to disclose the same at the beginning can lead to termination of the Contract at any phase.

2.23 The vendor will also ensure that the staff deployed are medically fit and will keep record of certificates of their medical fitness. The vendor shall withdraw such staff who are not found suitable by ICSI for any reasons immediately on receipt of such a request from ICSI.

2.24 The staff deployed by the vendor shall be the employees of the vendor for all intents and purposes and that the staff so deployed shall remain under the control and supervision of the vendor and in no case, shall a relationship of employer and employee between deployed staff and ICSI shall accrue/arise implicitly or explicitly. The vendor and the staff deployed by the vendor at ICSI sites shall not divulge or disclose to any person, any details of office, operational process, technical know-how, arrangements and administrative / organizational matters which has no direct forbearance on the service provided by the vendor .

2.25 The vendor's deployed staff should be polite, cordial, positive and efficient, while handling the assigned work. The vendor shall be responsible for any act of indiscipline on the part of persons deployed by him. The vendor shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer in-charge upon any matter arising under the clause shall be final and binding on the vendor.

2.26 The Vendor has to provide uniforms including photo identity cards at its own cost to the staff deployed at duty for ICSI sites. These cards are to be constantly displayed and their loss reported immediately. The vendor would also ensure that all the employees wear appropriate uniforms and safety gear and adhere to the safety standards wherever applicable. All staff would be in a neat, clean and well-groomed appearance and should carry proper ID cards as provided by the vendor including proper name badges. In case of violations suitable penalties shall be applicable.

The vendor will issue Photo Identity card to all its deputed staff deployed at ICSI, which must be carried by all deputed staff while on duty at ICSI Premises. The cost of ID card/photographs etc. will be borne by the vendor.

2.27 The transportation, food, medical and other statutory requirements in respect of each staff of the vendor shall be the responsibility of the vendor.

2.28 The vendor shall be contactable at all times and messages sent by phone /e- mail/ fax / special messenger from ICSI shall be acknowledged immediately on receipt on the same day. The vendor shall strictly observe the instructions issued by ICSI in fulfillment of the Contract from time to time.

2.29 The vendor shall be required to keep ICSI updated about the change of address, change of the Management etc. from time to time.

2.30 The vendor and/ or the staff deployed at the ICSI sites shall be responsible for its belongings and ICSI shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the staff of the vendor.

2.31 That the vendor on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If ICSI suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the vendor, then the vendor shall be liable to reimburse to ICSI for the same. This is subject to the limitation of contract.

2.32 In the event of failure and/or neglecting to perform any duties assigned to the vendor to the entire satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such vendor(s) as the Institute may deem fit, and shall be entitled to recover from the vendor all costs and expenses incurred towards getting such work done from other vendor(s).

2.33 The vendor shall be directly responsible for any/all disputes arising between it (vendor) and its employees and keep the Institute indemnified against all losses, damages and claims arising thereof.

2.34 The vendor will ensure for getting proper license/permission from the concerned authorities wherever applicable.

2.35 In the event of failure and/or negligence in performance up to the satisfaction of the Institute, the Institute shall have the right to have such duties and obligations performed and discharged by such other party/parties, as the Institute may deem fit, and shall be entitled to recover from the vendor all costs and expenses incurred towards getting such work done from other party/parties.

2.36 No other person except the vendor's staff on duty at ICSI premises only shall be allowed to enter the premises and the vendor will not provide or extend any service to any other client from the ICSI premises.

2.37 The vendor on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the Services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff etc. If ICSI suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the vendor, then the vendor shall be liable to reimburse to ICSI for the same. This is subject to the limitation of the contract.

2.38 The vendor shall ensure that all the relevant licenses/registrations/permission, which are/may be required related to the Services provided are valid during the entire period of the Contract, failing so will attract the appropriate penalties.

2.39 All statutory compliance applicable in regard to the service is to be ensured by the vendor.The vendor has to ensure at its own cost and risk that EPF, ESI, GSTN, Contract Labour License etc. and all other statutory licences and/or certificates related to this contract remains in force during entire period of the contract at ICSI. On failing to comply with this provision, it will attract the appropriate penalties and/or termination of the contract.

2.40 The Vendor shall comply with all instructions, verbal or in writing, given to him by the authorized official of the ICSI from time to time. The Vendor will take all proper actions immediately after getting communications from ICSI.

2.41 The Vendor will attend or report to the authorized official or Administration Department of the ICSI immediately, as and when directed. The vendor or its authorized representative will personally attend any meeting or discussion as per instructions from ICSI.

2.42 The vendor has to submit a monthly invoice in triplicate towards the Services rendered in the previous month to the ICSI. Payment shall be effected by Credit into the bank account of the Vendor through ECS/RTGS within 30 days from the date of receipt of the invoice with supporting documents, complete in all respect. The Vendor shall provide correct Bank account number and other details of the Bank to enable the ICSI to credit the

payment directly into the account. ICSI shall pay the Vendor all due amount as per the invoice, that are not the subject bona fide dispute, within 10 days after receipt of a valid invoice that complies in all material respect in terms of this agreement; the payment shall be subject to any reduction such as penalty, statutory deductions etc.

3. GENERAL:

3.1 **Modification/variation in Terms of Contract:** ICSI reserves the right to modify or may bring some variation in the terms and conditions of the contract on mutually agreed terms, if it is found necessary due to any operational difficulty or any other genuine reasons.

3.2 **Recovery:** Whenever under the contract through this tender, any sum of money is recoverable by ICSI from the party or / and payable by the party to ICSI, the ICSI shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the party. In the event of the security being insufficient or if no security has been taken from the party, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the party or which at any time thereafter may become due to the party under this or any other contract with the ICSI. If this sum is not sufficient to cover the full amount recoverable, the party shall pay the ICSI on demand the remaining balance due along with penalty.

3.3 **Dispute Resolution:** Any dispute, difference, controversy or claim ("Dispute") arising between the successful bidder and ICSI hereinafter jointly to be called "parties" and singularly as "party" out of or in relation to or in connection with the agreement/contract, or the breach, termination, effect, validity, interpretation or application of this agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties.

3.4 **Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between ICSI and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to The Secretary ofthe ICSI who may himself act as sole arbitrator or may name as sole arbitrator an officer of ICSI notwithstanding the fact that such officer has been directly or indirectly associated with this contract. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.

3.4.1 The place of the arbitration shall be at The ICSI, 22, Institutional Area, Lodi Road, New Delhi.

3.4.2 The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.

3.4.3 The proceedings of arbitration shall be in English language.

3.4.4 The parties are not entitled to approach any court of law without resorting to arbitration approach.

3.4.5 The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.

3.5 **Jurisdiction:** In respect of any dispute arising between ICSI and the vendor in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Delhi shall only have the jurisdiction.

3.6 **Right to Black List**: ICSI reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder fail to honour his bid without sufficient grounds or found guilty for breach of condition /s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of party(s) / bidder(s). ICSI also reserves its right to black list the contractor by any indiscipline behavior or hooliganism by the contractor or any of its employee(s).

3.7 **Confidentiality:** The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to ICSI will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to ICSI in divulging the information by the employees of the successful bidder, the ICSI shall be indemnified. The successful bidder agrees to maintain the confidentiality of the ICSI's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the ICSI /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

3.8 **Sub-Contracting:** The successful bidder will not assign or transfer and sub-contract its interest / obligations under this contract to any other concern / individual without the prior written consent of the ICSI.

3.9 **Statutory Compliance:** The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.

3.10 **Force Majeure**

3.10.1 For the purpose of this Article, Force "Majeure" means any cause, which is beyond the successful bidder control or that of the Institute, as the case may be, which both could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the order, such as:-

- War / hostilities
- Riot or civil commotion

- Earth Quake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
- Restrictions imposed by the Government or other statutory bodies, which is beyond the successful bidder control or of the Institute, which prevent or delay the execution of the order either by the successful bidder or by the Institute.

3.10.2 If a Force Majeure situation arises, the successful bidder are required to promptly notify ICSI in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the ICSI in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

3.11 **Indemnity Clause:** The vendor will indemnify ICSI against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the successful bidder will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI by any individual, law enforcement agency or government authority due to acts and omissions, the successful bidder will be liable to make good/compensate such claims or damages to the ICSI. As a result of the successful bidder action, inaction or any omissions, if ICSI is required to pay any damages to any individual, law enforcement agency or government authority, the successful bidder would be required to reimburse to ICSI such amount along with other expenses incurred by ICSI or ICSI reserves the right to recover but not limited to such amount from the payment(s) due to the successful bidder while settling its bills or from the amount of security deposit lying with ICSI. However, ICSI reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the institution due to negligence, carelessness or inefficiency of staff of the vendor, the vendor shall be responsible to make good the loss. The ICSI shall have right to adjust the damage / loss suffered by it from the security deposit or / and to charge penalty as decided by the Institute. Decision of the ICSI in this respect shall be final & binding on the vendor.

3.12 **Termination:** The ICSI without prejudice to any other remedy for breach of contract or fails to discharge its obligation under this contract without sufficient ground or found guilty for breach of condition(s) of the contract negligence, carelessness, inefficiency, fraud, mischief and misappropriation or due to any other type of misconduct by the successful bidder or by its staff or agent, by giving written notice of default, sent to the vendor, terminate this contract in whole or in part:

3.12.1 If the vendor fails to deliver any or all the services within the time period(s) specified it the contract, or any extension thereof granted by the ICSI.
3.12.2 If the vendor fails to perform any other obligations under the contract and
3.12.3 If the vendor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the ICSI may authorize in writing) after receipt of the default notice from the ICSI.
3.12.4 Without any notice or on a notice period of maximum of 30 days.

3.12.5 Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall be continued by the vendor during the period of the termination notice and the same must be satisfied / completed before the contract is terminated. The ICSI may also put in place any other vendor for carrying out the remaining work and expenditure incurred on same shall be recovered from the defaulting vendor.

The services indicated in Part "C" (Financial Bid) are tentative and may be increased / decreased at the sole discretion of the Institute and the vendor shall have no right to claim any minimum/definite/guaranteed volume of business.

For any details / clarifications, bidders may contact Mr. K. C Kaushik, Joint Director, Tel: 011-45341023/ 1056, 0120-4082190, E-mail: kailash.kaushik@icsi.edu. Mr. Sanjeev Dogra, Dy. Director 011-45341004, email: sanjeev.dogra@icsi.edu , Ms. Vandana Mohindroo, Asst. Director, 0120-4522015, email: vandana.mohindroo@icsi.edu.

Date: January 08, 2019

Amit Kumar Ghosal
Director (Purchase)

(Annexure A)

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
ICSI HOUSE, C-36, SECTOR-62, NOIDA -201309

Tender No. ICSI/Admin/Transport/2018-19 **Date: January 08, 2019**

SUB: Tender for empanelment of vendors for hiring taxis for Local and out Station Transportation for ICSI Delhi and/or Noida offices

PART 'B' (TECHNICAL BID)

Form I(a): PARTICULARS OF BIDDER
(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)

1. Name of the bidder

(a) Trade Name _____

(b) Status of the bidder _____
(Proprietor /Partnership firm, Limited Co./Pvt. Ltd. Co.)
(Enclose self-attested copy of document)

(c) Name of CEO/Directors /Partners _____

2. Postal Address _____
_____

3. Telephone No. / Mobile No. for communication _____

4. (a) E-mail-id (mandatory)
(b)Website address (if available) _____

5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) Tender Fees _____
(b) EMD _____
(c) MSME/NSIC Regn. No. (if applicable) & its valid period _____
(Enclose self-attested certificate photocopy)

6. Name of the Banker, Branch Name, A/c No. and IFS Code
(for e-payment purpose) _____

7. PAN (Enclose self-attested photocopy) _____

8. GSTIN Code (Enclose self-attested photocopy) _____

9. Trade License/Business License/CIN (if applicable) _____
(Enclose self-attested photocopy)

10. Registration No. of the bidder [Under State Govt. or any other Act.]
(Please attach documentary proof)
Address of the Garage/ Stand where vehicle will be made available to the Institute.

11. Any other Relevant Information _____
(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No._____. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for "_____(name of the work or supply)" as per Financial Bid Part 'C').

(**Signature** _____
(Authorized signatory of the bidder)
Name of the bidder_____
Official seal of bidder _____

Date_____

- NOTE: Please submit all supporting documents (self-attested photocopy) wherever applicable in support of the information furnished above with seal and signature of the bidder's authorized representative.

Tender No. ICSI/Admin/Transport/2018-19 **Date: January 08, 2019**

SUB: Tender for empanelment of vendors for hiring taxis for Local and out Station Transportation for ICSI Delhi and/or Noida offices

PART 'B' (TECHNICAL BID)

Form I(b): RESOURCE OF BIDDER

1. Address and Distance of the Garage from the ICSI offices (Lodi Road and / or Noida office)

2. Name of bidder's 5 largest clients, to whom bidder provides similar Services.
(Attach documentary evidence)

3. Details of infrastructure in terms of vehicles:
Specify no. of vehicles owned

a) Total no of Vehicles company owned
b) No of GPS enabled vehicles owned
c) No of CNG Vehicles owned
d) No of Petrol Vehicles owned
e) No of Diesel Vehicles owned

(Attach proof(Photocopy) of Registration Certificate (RC) of vehicles)

Signature _____
(Authorized signatory of the bidder)
Name of the bidder_____
Date_____ **Official seal of bidder** _____

(Annexure B)

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
ICSI HOUSE, C-36, SECTOR-62, NOIDA -201 309

Tender No. ICSI/Admin/Transport/2018-19 **Date: January 08, 2019**

SUB: Tender for empanelment of vendors for hiring taxis for Local and out Station Transportation for ICSI Delhi and/or Noida offices

Form II: Eligibility Criteria Details

S.No.	Particulars	Response Yes/No	Supporting Document Reference with Page No.
1.	Bidder must have GST registration and PAN. (Please enclose self-attested photocopy of the documents).		
2.	The bidder shall have a minimum fleet of 05 Vehicles (Please enclose proof of registration number of vehicles to be attached).		
3.	Bidder must have at least 03 years' experience of providing taxis for local and out station transportation service in reputed establishments. (Please enclose Work order/ certificates from the previous or existing clients).		
4.	Bidder must have average annual turnover of Rs.20.00 lakhs (Rupees Twenty Lakhs only) per year in last three financial years (F.Y. 2015-16, 2016-17 and 2017-18). (Submit the certified audit report or IT returns of the relevant financial year with technical bid, whichever is applicable).		
5.	The bidder must submit Self-Certificate on the letter head of the bidder by declaring that the bidder has not been ever blacklisted by any Central/State Governments/PSU's, etc.		
6.	Tender document each and every page has to be signed and stamped by bidder.		

NOTE:

a) Conditional bids will be summarily rejected.

Name and Signature of Bidder
with official Seal

(Annexure C)

Form III: Tender Acceptance Letter to be printed on business letterhead of the bidder and to be submitted with the Technical Bid

To
The Secretary
The Institute of Company Secretaries of India
ICSI House, C-36, (5th Floor)
Sector-62 Noida – 201 309 (UP)

Sub: Tender for empanelment of vendors for hiring taxis for Local and out Station Transportation for ICSI Delhi and/or Noida offices.

Sir,

This is with reference to the tender no. **ICSI/Admin/Transport/2018-19** due on **_____, 2019.** We are interested to participate in the **Tender for empanelment of vendors for hiring taxis for Local and out Station Transportation for ICSI Delhi and/or Noida offices dated January 08, 2019.**

We declare that:

i) We have read and understood the terms and conditions given in the quotation / tender Document;
ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
iii) We accept and agree to all the terms and conditions of the quotation / tender;
iv) We shall comply with all the terms and conditions of the quotation / tender;
v) All the information / documents provided in this bid are true to the best of our knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at our cost and risk and we shall indemnify the Institute (ICSI) for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing by ICSI.
vi) We understand that ICSI reserves the right to cancel the quotation / tender at any stage or cancel / reject any one or more bid without incurring any liability.
vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Printed Name
Designation
Official seal/ stamp
Date:

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
ICSI HOUSE, C-36, SECTOR-62, NOIDA -201 309

Tender No. ICSI/Admin/Transport/2018-19 **Date: January 08, 2019**

SUB: Tender for empanelment of vendors for hiring taxis for Local and out Station Transportation for ICSI Delhi and/or Noida offices.

PART 'C' (FINANCIAL BID)

The bidder has to quote rate inclusive of all i.e. cost of manpower, tools and tackles, consumables, enabling services or any other arrangement required to be available for providing effective service as per terms of the contract, statutory benefits to its manpower and statutory taxes and duties except GST which is to be shown separately as per the financial bid format.

Tender No. ICSI/Admin/Transport/2018-19

[A] Providing Service at premises of ICSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi.

(A-1) Rates for AC vehicles on day-to-day requirement basis (Delhi & NCR):

Type/category of Vehicle		DELHI (NCR) LOCAL CITY USE				OUTSTATION			Mileage of Vehicle per Liter/KG
		Rates 8 hrs& 80 Kms	Rates 4 hrs& 40 Kms	Rate per Extra Km. If any	Rate per Extra Hrs. if any	Rates upto 200 Km per day	Rates Per Km beyond 200 Km.	Night Halt Charge	
Hatchback (mini car)	Ritz, Swift, Wagon-R, Indica, i10, i20, Micra or equaling								
Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling								
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling								
Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord,								

	Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling								

Price of fuel as on _____ (due date of submission of tender)	Petrol_____/- per litre	Diesel _____/- per litre	CNG Gas _____/- per kg

Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.

Date: Signature of the Authorized Signatory with Seal of the bidder

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[A-2] Rates Quoted for AC vehicle on pickup & drop off basis for day-to-day requirements:

Sr. No.	From / To	Type of Vehicle		Rate per AC Vehicle in Rs.
1.	ICSI, Lodi Road New Delhi to New Delhi Airport(T1 / T2/ T3) OR New Delhi Airport (T1 / T2/ T3)to ICSI, New Delhi	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling	
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling	
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling	
		Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord, Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling	
2.	ICSI, Lodi Road, New Delhi to ICSI, C – 36 / C-37, Sector - 62 Noida OR ICSI, C – 36 / C-37, Sector – 62 Noida to ICSI, New Delhi	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling	
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling	
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling	
		Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord, Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling	
3.	ICSI, Lodi Road, New Delhi to Railway Station (Delhi /New Delhi/Nizamuddin Station) OR Railway Station (Delhi/ New Delhi/Nizamuddin Station) to ICSI, Lodi Road, New Delhi	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling	
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling	
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling	
		Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord, Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling	

Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.

Date: Signature of the Authorized Signatory with Seal of the Bidder

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[A-3] Rates Quoted for AC Vehicles on monthly rent basis for <u>Five days a week:</u>

(Five days a week with **1750 KM and 200 Hrs** per Month

Type of Vehicle		**Rate per month (inRs.)**	**Rate per Extra KM if any**	**Rate per Extra Hr if any**
Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling			
Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling			
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling			
Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord, Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling			

Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.

Date: Signature of the Authorized Signatory with Seal of the bidder

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Tender No. ICSI/Admin/Transport/2018-19

[B]: Providing Service at premises of ICSI HOUSE, C-36 & C-37, Sector 62, Noida 201309.

[B -1] Rates for AC vehicles on day-to-day requirement basis (Delhi& NCR):

Type/category of Vehicle		DELHI (NCR) LOCAL CITY USE				OUTSTATION			Mileage of Vehicle per Liter/KG
		Rates 8 hrs& 80 Kms	Rates 4 hrs& 40 Kms	Rate per Extra Km. If any	Rate per Extra Hrs. if any	Rates upto 200 Km per day	Rates Per Km beyond 200 Km.	Night Halt Charge	
Hatchback (mini car)	Ritz, Swift, Wagon-R, Indica, i10, i20, Micra or equaling								
Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling								
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling								
Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord, Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling								

Price of fuel as on _____ (due date of submission of tender)	Petrol_____/- per litre	Diesel _____/- per litre	CNG Gas _____/- per kg

Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.

Date: Signature of the Authorized Signatory with Seal of the bidder

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[B -2] Rates Quoted for AC vehicle on pickup & drop off basis for day-to-day requirements:

Sr. No.	From / To	Type of Vehicle		Rate per AC Vehicle in Rs.
1.	ICSI,C – 36 / C-37, Sector 62, Noida to New Delhi Airport(T1 / T2/ T3) OR New Delhi Airport (T1 / T2/ T3)to ICSI,C – 36 / C-37, Sector 62, Noida	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling	
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling	
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling	
		Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord, Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling	
2.	ICSI, Lodi Road, New Delhi to ICSI, C- 36 / C - 37, Sector - 62 Noida OR ICSI, C-36 / C -37, Sector – 62 Noida to ICSI, Lodi Road New Delhi	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling	
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling	
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling	
		Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord, Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling	
3.	ICSI, C-36 / C -37, Sector – 62 Noida to Railway Station (Delhi /New Delhi/Nizamuddin Station) OR Railway Station (Delhi/ New Delhi/Nizamuddin Station) to ICSI, C-36 / C -37, Sector – 62 Noida	Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling	
		Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling	
		SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling	
		Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord, Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling	

Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.

Date: Signature of the Authorized Signatory with Seal of the bidder

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[B-3] Rates Quoted for AC Vehicles on monthly rent basis for <u>Five days a week:</u>

(Five days a week with **1750 KM and 200 Hrs** per Month

Type of Vehicle		**Rate per month (inRs.)**	**Rate per Extra KM if any**	**Rate per Extra Hr if any**
Hatchback (mini car)	Ritz, Swift, Wagon R, Indica, i10, i20, Micra or equaling			
Sedan	Dzire, SX4, Honda City, Etios, Verna, Indigo, Amaze, Ciazetc or equaling			
SUV	Innova, Duster, XUV, CR-V, Ecosport, Fortuner, Scorpio, Xylo, Qualis, Safari or equalling			
Luxury/ Premium	**Toyota** - Corolla, Camry, **Skoda** - Octavia, Rapid, Superb, **Chevrolet** - Optra, Cruz, **Hundai**- Elantra, Sonata, **Honda** - Accord, Civic **Suzuki**Kizashi, **Nissan** – Sunny or equalling			

Parking, Toll tax, service taxes and other levies by the Government if any will be paid by the ICSI.

Date: Signature of the Authorized Signatory with Seal of the bidder

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