



MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

**No 1 Development Enclave, Rao Tula Ram Marg,  
Delhi Cantt, New Delhi – 110 010**

Ph. No. 26717983, Extension-7202

Email: cc.idsa@nic.in

F.No: MP-IDSA/A/TPT/2021

Date: 11 August 2021

**E-TENDER NOTICE EMPANELMENT OF AGENCIES FOR HIRING OF TAXI SERVICES BY  
MP-IDSA FOR A PERIOD OF TWO YEARS”. (IN TWO BID SYSTEM)**

Prescribed format (enclosed as **Annexure I & II**) are invited under two bid system from experienced contractors / agencies for “Taxi Services” at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids.**

Detailed Tender Documents are available on line from the date of tender publication at <https://www.mstcecommerce.com>, [www.idsa.in](http://www.idsa.in) and <https://www.eprocure.gov.in/epublish/app>. The interested bidders are advised to register themselves with e-procurement Portal at - <https://www.mstcecommerce.com> to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids on the <https://www.mstcecommerce.com>, **latest by 02 September 2021 by 1500 hrs.** Hard copies of the relevant documents also to be submitted along with (1) Demand Draft for Rs. 7,000/- (Rupees seven thousand only) in favour of “IDSA” payable at New Delhi as Earnest Money Deposit and **Annexure ( I & II)** all documents signed and stamped, which shall be submitted in sealed cover addressed to the, **Manohar Parrikar Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 02 September 2021** duly mentioning on top right hand corner of the sealed envelope “**EMD and Annexures for “EMPANELMENT OF AGENCIES FOR HIRING OF TAXI SERVICES BY MP-IDSA FOR A PERIOD OF TWO YEARS”.**”

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of Annexure I & II as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

**The financial bids shall only be opened for technically qualified firms** in presence of the bidders or their authorized representative, not more than one person, may be present at the time of opening of the bids, if they desire.

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

**Critical Dates of Tender:**

(i) Publish Date & Time	11/08/2021, 10:00 hrs
(ii) Document Download Start Date & Time	11/08/2021, 10:30 hrs
(iii) Bid Submission Start Date & Time	11/08/2021, 11:00 hrs
(iv) Bid Submission End Date & Time	02/09/2021, 15:00 hrs
(v) Offline submission, EMD, Passphrase and other supporting documents	02/09/2021, 15:00 hrs
(vi) Bid Opening Date & Time	03/09/2021, 10:30 hrs
(vii) Cost of Tender	Free of cost

**Note :** Contractor may inspect the Campus & assess its requirement before bidding the tender. Bidders are also advised to go through e-tendering process; which is attached as Appendix I.

Corrigendum / addendum / modification to this tender, if any, will be notified through <https://www.mstcecommerce.com>, [www.idsa.in](http://www.idsa.in) and <https://eprocure.gov.in/epublish/app> only.



**Col. Rajeev Agarwal (Retd.)  
Assistant Director (Admin)**

**Process of E-tender:**

**Registration:** The process involves bidder's registration with MSTC e-procurement portal free of cost. Only after registration, the bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders shall make their own arrangement for bidding from a P.C. connected with Internet. MSTC or MP-IDSA is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). At <https://www.mstcecommerce.com>

- 1). Bidders are required to register themselves online with <https://www.mstcecommerce.com>
- 2). Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact MSTC, (before the scheduled time of the e-tender).

***MSTC Help Desk: 01123212357, 01123215163, 01123217850,033-22901004.***

The technical Bid and the Price Bid shall have to be submitted online at <https://www.mstcecommerce.com> tenders will be opened electronically on specified date and time as given in the Tender. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender by MP-IDSA. Hence, the bidders are required to ensure that their official email I.D. provided is valid and updated at the time of registration of bidder with MSTC (i.e. Agency). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

**E-tender cannot be accessed after the due date and time mentioned in NIT.**

**Bidding in e-tender:-**

- a) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- b) The bidder(s) can submit their Technical Bid and Commercial Bid through internet in MSTC website <https://www.mstcecommerce.com>

**c) System Requirement:**

- i) Windows 7 Operating System and above
- ii) Internet Explorer (IE-7)and above Internet browser.
- iii) Signing type digital signature
- iv) Java Runtime Environment 8 update 191(windows X86 offline) and above software to be downloaded and installed in the system.

To enable ALL active X controls and disables "use pop up blocker" under Tools Internet Options→ custom level

**TENDER FOR EMPANELMENT OF AGENCIES FOR HIRING OF TAXI SERVICES BY  
MP- IDSA FOR A PERIOD OF TWO YEARS**

File No. MP-IDSA/A/TPT/2021

Dated: 11 Aug 2021

Manohar Parrikar Institute for Defence studies and Analyses (MP-IDSA) 01 Development area, Shankar Vihar Delhi Cantt-110010, an autonomous organization under the Ministry of Defence, Govt. of India, Invites online bids through TCIL website which is in process for empanelment of agencies for hiring of taxis for official use.

- 1. Invitation of Sealed Tenders under Two Bid System:** Sealed Bids are invited from the registered agencies/service providers from Delhi/New Delhi/ NCR region for hiring of taxis for Institute's office at New Delhi. The details of requirement of vehicles are as under:-

Sl. No.	Description of Requirement	Number of Vehicles	Category of Taxis
1	Day to Day Requirement of Taxis	As per requirement. Vendor should be competent enough to provide the number of taxis as per requirement of MP-IDSA from time to time.	Category I (Annexure B) Category II (Annexure II) Category III (Annexure II)

- 2. Last Date for submission of bid:** The last date for submission of technical & financial bids are as per following schedule:

1	Last Date and Time for Receipt of Bid in MP-IDSA Office	13 September 2021, Monday upto 1500 hrs
2	Date and Time for Opening of Technical Bids	03 September 2021, Friday at 1030 hrs, Representatives of the Firms/Agencies may attend the bid opening process as per schedule, if desired so. No separate invitation/intimation shall be issued in this regard

- 3. Two Bid System:** The bid should be submitted in a sealed cover in two parts as under:

**A. Technical Bid:-**

- i) The Technical bid should be submitted in the prescribed application form as given in the Annexure-I only.
- ii) The Technical bid should fulfill all the requirements of eligibility criteria as mentioned in the clause no. 4.0 on next page.
- iii) Hypothetical/ Conditional Incomplete technical bids will not be entertained and rejected out rightly.

- iv) The technical bid should be signed and stamped by the authorised person.
- v) The Technical bid should be super scribed as "Technical Bid for supply of Taxies" in the prescribed format as mentioned in the **Annexure-I**

**B. Financial Bid:**

- i) The financial bid should be submitted in the prescribed format as mentioned in the **Annexure-II**.
- ii) **The Sealed cover/envelop of financial bid should be super scribed as "Financial Bid for supply of Taxis."**
- iii) The bidders should quote their unconditional rates strictly as per the prescribed format in the **Annexure-II**. Cutting/overwriting, if any, will not be accepted. Each page of the tender should be duly Numbered, Stamped and Signed by the authorized signatory.
- iv) GST/Taxes should be mentioned separately.

4.0 **Eligibility Criteria:**

S. No.	Description of Information & Documents required	Criteria Fixed By MP-IDSA
1.	Minimum number of registered vehicles in the name of firm.  True copies of Registration Certificates (RCs) of Taxi/Cars in the name of Company/Firm should be submitted duly self-certified and stamped by authorised person.	Minimum 05 (Five) Taxis are Mandatory. However, The Vendor should be Competent enough to provide more number of taxies as per MP-requirement of IDSA from time to time.
1.	Minimum 5 years old firm.  [Submit Self Certified copies of 1) Firm's registration/PAN or any other Govt. documentary proof for verification]	Mandatory
2.	GST Registration  [True copy of GST Certificate should be submitted duly self-certified and stamped by authorised person.]	Mandatory
3.	Permanent Account Number [PAN]  [True copy of firm PAN should be submitted duly self-certified and stamped by authorized person ]	Mandatory
4.	Earnest Money Deposit [EMD] without interest {EMD should be submitted by way of Bank	Rs.7000 Thousand  [Without interest]

	Draft or Banker's Cheque in favour of "IDSA" drawn on New Delhi}	
5.	<p>Company Profile of Firm/Company</p> <p>(A write up in the field of relevant activities being carried out by the firm/company should be submitted. Firm may like to submit any relevant documents also in this regard.</p>	Mandatory
6.	<p>List of Clients</p> <p>List of clients may be submitted duly self certified and stamps by the authorised person.</p>	Mandatory
7.	<p>Banker's Details</p> <p>[Name of Bank/Branch address/ Name of Account holder/ Account number/CA or SB Bank Account/ IFSC Code number]</p> <p>For making online payment through RTGS/NEFT after empanelment for job work awarded by MP-IDSA.</p>	Mandatory
8.	<p>Self-Certificate of Non-Black listing</p> <p>[Self-Certification by the Organization/ Company that it has never been blacklisted by any Govt. organization/ departments on the printed letter head of firm.]</p>	Mandatory
9.	<p>Income Tax Return (ITRs)</p> <p>[True copy of ITRs for past 3 years should be submitted duly self-certified and stamped by authorised person]</p>	<p>2018-19 Rs.</p> <p>2019-20 Rs.</p> <p>2020-21 Rs.</p>
10.	<p>Turnover of firm for past 03 years.</p> <p><input type="checkbox"/> Minimum turnover should be Rs. 30 Lakhs per annum.</p> <p><input type="checkbox"/> Self Certified copies of Balance Sheets and C.A. Certificate from a qualified C.A. should be submitted certifying turnover of firm for last three years. The C.A. Certificate should be in original duly complete in all respect.</p>	<p>2018-19 Rs.</p> <p>2019-20 Rs.</p> <p>2020-21 Rs.</p>

11	<p>Work Experience in the relevant Field/service/area for min. 05 years.</p> <p><input type="checkbox"/> Firm should have minimum five years work experience in the respective field/ service applied for.</p> <p><input type="checkbox"/> Attach at least 05 (Five) work orders of different offices of Central/State Govt./PSU/Corporate office/Reputed Private companies etc.</p>	Mandatory
12.	<p>Covering Letter on Firms/Companies Letter head duly signed by the authorised person and stamped.</p>	<p>A Covering Letter must be provided with the bid on Firms/ Companies printed letter head and should be signed by the authorised person.</p>
13.	<p>Super scribe the Bid covers as under:-</p> <ol style="list-style-type: none"> <li>1. Sealed Cover number one – “Technical Bid for supply of Non-AC/AC DLY Taxi to IDSA”</li> <li>2. Sealed Cover number two – “Financial Bid for supply of Non-AC/AC DLY Taxi to IDSA”</li> <li>3. Sealed Master cover containing Technical and Financial Bids – “Bid for supply of Non-AC/AC DLY Taxi to IDSA”</li> </ol>	Mandatory

5. **Earnest Money Deposit (EMD)**

5.1. EMD of Rs.7000 Thousand (Rupees Seven thousand Only) in the form of Demand Draft/ Pay order/Banker's cheque from any Nationalised/commercial Bank in favour of "IDSA" payable at New Delhi must be submitted with the bid. Bid without EMD and in any other form will not be considered and the bid shall be rejected. The MSME Registered vendors shall be exempted as per prescribed rules.

5.2 The EMD shall be without interest and no interest shall be payable during the period of holding with MP-IDSA for completion of tender process.

5.3. The EMD should remain valid at least for a period of 90 days beyond the final tender validity period.

5.4. EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.

5.5. EMD will be returned to all unsuccessful bidder without interest after completion of tender process and award of contract to successful bidders after receipt of the Performance Security from him.

## **6. Performance Security:**

6.1. The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs 35,000 (Thirty Five Thousand only) in the form of Fixed Deposit Receipt/ Bank Guarantee from Commercial Bank in an acceptable form in favour of "IDSA" drawn on New Delhi within 10 days of award of contract.

6.2. Performance Security should remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the supplier or one year whichever is higher.

6.3. Performance Security will be refunded to vendor without any interest, whatsoever, after completion of contract satisfactorily in all respects.

6.4. Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

6.5. In case any bidder is already providing the Taxis to any other Ministry/Department of Central Govt. details thereof should also be furnished along with the bids.

7. The Technical bid should contain following details:

7.1. The contractor should have at least five years experience of providing vehicles to Govt./ Semi Govt./ PSUs satisfactory service certificate from the concerned Department need to be furnished along technical bid otherwise tender document will be treated as not acceptable.

7.2. Self-Certified copies of PAN and GST number and copy of the latest Income Tax return/GST certificate should be submitted with the bid.

7.3. A Certificate from the bidder that all the terms and Conditions are acceptable to him.

7.4. EMD of Rs.7000 Thousand (Rupees Seven thousand)

**7.5. Copies of RC of all the taxies registered in the name of the transport company/firm should be submitted.**

7.6. The bidder should have the ownership of at least 05 vehicles. The bidders are advised to read to instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions with deviations. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated in the technical bid for consideration.



## **8. Other Terms and Conditions:**

**8.1 Risk Hire Clause:-** In case the firm awarded contract fails to supply the requisite number of vehicles, this office reserves the right to hire the Taxi through any other agencies/apps at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered equally from the firm.

8.2 If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, MP-IDSA will have the right to forfeit the EMD or the Performance Security, if deposited by the bidder and will also be blacklisted.

8.3 The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be traveled in Delhi/NCR and should not be more than 4 years old.

8.4 The Contractor should be able to provide Taxis at a short notice/ (within 60 minutes). For regular requisitions the taxi must reach the destination 30 minutes in advance.

8.5 The drivers engaged in the Taxis should have valid driving commercial license to operate the taxi, issued by the Transport Authorities Other necessary certificates like Road. Tax clearance, Pollution Certificate etc. should be in existence for all vehicles quoted.

**8.6 The drivers should always be in the uniform** as may be provided by the agency with mobile phones and should be well mannered.

8.7 The driver engaged should be broadly aware of the major routes of Delhi/ New Delhi.

**8.8 The Vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. There should be provision of fresh hand towel, hand sanitizer and water bottle. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.**

**8.9 In case of any break down while on journey, alternative arrangement** shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.

**8.10 Termination of Contract:** The contract can be terminated by either party by giving one months' notice. However, in case the contractor does it without any valid reason, his performance guarantee shall be forfeited. The decision of DG, MP-IDSA in this aspect, will be final.

**8.11 Penalty Clause:** In the event of Contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the Department 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.

8.12 Billing and mileage will start from and will end at the MP-IDSA Office premises or designated place of pick up and not from & at the Taxi stand. All vehicle must first report to the Head of Conference Cell or his/her designated representative on requisition, where meter reading

will be noted and then proceed to the destination. The vehicle may directly report to the designated person/officer when asked to report to an officer at residence or at designated place where meter reading would be got noted by the user.

8.13 At times, MP-IDSA may need additional number of taxis on specific days in connection with any conference/ meeting. The Contractor should, be responsible 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.

8.14 **The contract will be valid for two years** from the date of award of contract and extendable for one year at a time by mutual consent of the parties. No request of hike in approved rates for supply of taxis will be entertained during the period of contract for any other reason what so ever except in case of force measure circumstances.

8.15 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 contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.

8.16 The contractor shall be fully responsible for the acts and behavior of his drivers including legal matters/challans etc.

8.17 In case of hiring of Taxies, 40 Kms or 4 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 4 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds 4 hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.. For a full day duty, the criteria would be 80 kms and 08 hours.

8.18 This tender document can also be downloaded from this Department's website:- [www.idsa.in](http://www.idsa.in) and MSTC Portal: <https://www.mstcecommerce.com>,

8.19 Decision of Competent Authority of the Department regarding acceptance or rejection of a tender will be final and binding.

**8.20 Methodology for selecting Lowest Bidder:**

The following method shall be adopted for selecting lowest bidder:

- a. Since the maximum usage of vehicles would be required from **Category I**, the bidder who arrived Lowest in this category would be **treated L1** for all the categories.

8.21 Page numbering of each page of tender: [Proper page numbering of bid & all documents should be done as a one bunch]. Indexing of documents should also be done appropriately.

  
Col. Rajeev Agarwal (Retd.)  
Assistant Director (Admin)

**ANNEXURE-I**

**APPLICATION FORM FOR TECHNICAL BID**

<b>S. No</b>	<b>Description of Eligibility Criteria</b>	<b>Details filled up by the Firm/Company</b>	<b>Page No.</b>
1	Name of the Organization/ Company  (Registration document to be submitted duly self-certified and stamps by the authorised person.		
2	Name of Proprietor/Partners		
3	Complete Correspondence Address with Pin code number.		
4	Registration Certificate (RC) of at least 05 (Five) Taxi/Cars in the name of Company/Firm/Bidder.  Minimum 05 (Five) Taxis are Mandatory. Self-Certified copies of all RCs should be attached]. However, The Vendor should be Competent enough to provide more number of taxies as per requirement of MP-IDSA from time to time.		
5	Contact Details:  Telephone numbers  E-mail addresses  Mobile Numbers		
6	Company Profile of Firm/  (A write up in the field of relevant activities being carried out by the Firm /company should be submitted. Firm may like to submit any relevant documents also in this regard.		
7	List of Clients  List of clients of Central/State Govt./PSU/Corporate offices with contact details may be submitted.		
8	Banker's Details [Name of Bank/Branch address/ Name of Account holder/ Account		

	number/CA or SB Bank Account/ IFSC Code number] For making online payment through RTGS/NEFT after empanelment for job work awarded by MP-IDSA.		
9	Self-Certificate of Non-Black listing  [Self-Certification by the Organization/ Company that it has never been blacklisted by any Govt. organization/ departments]		
10	Registration of firm  Minimum 5 years old firm. Copy of Regn. Certificate/PAN/ Any other Govt. documentary proof should be attached duly self-certified and stamped by the authorised person.		
11	GST Registration  Copy of GST Certificate should be attached duly self-certified and stamped by the authorised person..		
12	PAN issued by Income Tax dept.  Copy of PAN should be attached duly Self-certified and stamped.		
13	Income Tax Return (ITRs)  The agency should submit copies of Income tax returns duly self-certified and stamped for past three years.	2018-19 Rs.  2019-20 Rs.  2020-21 Rs.	
15	Turnover of firm for past 03 years.  <input type="checkbox"/> Minimum turnover should be Rs. 30.00 Lakhs per annum.  <input type="checkbox"/> Balance Sheet and C.A. Certificate from a qualified C.A. should be submitted certifying turnover of firm for last three years. The C.A. Certificate should be in original duly complete in all respect.	2018-19 Rs.  2019-20 Rs.  2020-21 Rs.	

16	<p>Work Experience in the relevant Field/service/area for min. 05 years.</p> <p><input type="checkbox"/> Firm should have minimum three years' work experience in the respective field/ service applied for.</p> <p><input type="checkbox"/> Attach at least 05 (Five) work Orders of different offices of Central/State Govt./PSU/ Corporate office/Reputed Private companies etc.</p>		
17	<p>Earnest Money Deposit without interest Rs.7 Thousand (Rupees seven thousand ) by way of Bank Draft/fixed deposit/Pay order etc. in the name of "IDSA" drawn on New Delhi. EMD is mandatory.</p>	<p><input type="checkbox"/> Number</p> <p><input type="checkbox"/> Dated</p> <p><input type="checkbox"/> Rupees</p> <p><input type="checkbox"/> Name of Bank</p> <p><input type="checkbox"/> Branch</p>	
18	<p>Super scribe the Bid covers as under:-</p> <p>1. Sealed Cover number one – "Technical Bid"</p> <p>2. Sealed Cover number two – "Financial Bid"</p> <p>3. Sealed Master cover containing Technical and Financial Bids (<b>Annexure II &amp; Annexure II (a)</b> – "Bid for Supply of Non-AC/AC DLY Taxi".</p>	Mandatory	

Declaration: It is certified that all the information provided by us is authenticated and true to our knowledge. The bid may be cancelled/rejected by MP-IDSA in case, any information or document found to be fake/wrong by any means at a later state. It is also confirmed that all terms and conditions of this tender document of MP-IDSA are acceptable to us.

(Name & Signature of the Bidder)  
Full name of the firm with complete  
Company Rubber Stamp

Date: