

Reference No. QCI/PPID/0721/046

**Request for Empanelment
of
Vendors/Firms for providing Taxi Services to QCI**



Quality Council of India (QCI),
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Empanelment Notice

1. Quality Council of India, an autonomous body under Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry invites proposals for **“Empanelment of Vendors/Firms for Providing Taxi Services”** for empanelment by QCI for a period of 1 (One) year. The empanelment may be extended or reduced for a period decided by QCI, at the discretion of QCI based on the firm’s performance.
2. The criteria and actual process of evaluation of the responses to this RFE and subsequent selection of the firm(s) will be as mentioned in this RFE and any modification or changes to the terms and conditions mentioned in this RFE will be entirely at discretion of QCI. Vendors those who are registered with Government GeM portal are also eligible for empanelment and may apply accordingly according to terms and conditions of tender document.
3. No contractual obligation whatsoever shall arise from this Request for Empanelment (RFE) process unless and until a formal contract is signed and executed by duly authorized official(s) of QCI with the selected firm(s). QCI reserves the rights to empanel more than one firm.
4. The content of this RFE enlists the requirements of the Quality Council of India. It includes the Empanelment Terms which details out all that may be needed by the firms to understand the terms and the empanelment process and explain the contractual terms that the Quality Council of India wishes to specify at this stage.
5. Interested agencies are advised to study this RFE document carefully before submitting their proposals in response to the Empanelment notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
6. After the submission of the proposal according to the instructions provided in the sections below, the bids will be evaluated through two bid system.
7. The Documents to be submitted:

Documents	All documents in the pre-qualification criteria
Form 1	Application
Form 2	Relevant Client Details
Form 3	Details of responding organization
Form 4	Financial Proposal

Empanelment Summary

#	Item	Details
1	Addressee and address at which the bid is to be submitted	Mr. FC Srivastava Deputy Director (Accounts), Quality Council of India (QCI) 2nd Floor, ICCW Building, 4-Deen Dayal Upadhyaya Marg New Delhi - 110002, India.
2	Date of issue of the Request for Empanelment (RFE) document	July 03, 2021
3	Last date and time for submission of Applications (Technical and Financial)	July 26, 2021, 12 Noon
4	Duration of Empanelment	1 (One) Year
5	Annual Estimated Expenditure for Taxi Service	Rs 45-50 Lakhs
5	Validity of the Application	180 Days
7	Tender Processing Fee	N/A
8	Contact Person for clarification	procurement@qcin.org
9	Presentation Round	To be notified via Email

- 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 QCI. intends to empanel competent Taxi Hiring firms capable of providing end to end Taxis from the empanelled suppliers as and when required, specifying the requirements various projects. QCI may split / divide its purchases order among two or more vendors. QCI gives no guarantee about the definite volume of purchase from any empanelled vendor at any given time or throughout the tenure of the empanelment. The details of requirement of vehicles are as under: -

S.No	Description of Requirement	Number of Vehicles	Category of Taxi
1	Day to Day requirement of Taxis	As per requirement. The service provider be competent enough to provide a greater number of taxis as per requirement	Indigo/Dzire Innova/Xylo Innova Crysta Or Equal Cars

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

i) Technical Bid: -

- a) The Technical bid should be submitted in the prescribed application form as given in the Page 9.
- b) The Technical bid should fulfil all the requirements of eligibility criteria as mentioned in the subsequent clause.
- c) Conditional or Incomplete technical bids will not be entertained and rejected out rightly.
- d) The technical bid should be signed and stamped by the authorised person.
- e) The Technical bid should be superscribed as "Technical Bid for supply of Taxis" in the prescribed format as mentioned in the page 9

ii) Financial Bid: -

- a) The financial bid should be submitted in the prescribed format as mentioned in the page 9.
- b) The cover/envelop of financial bid should be superscribed as "Financial Bid for supply of Taxis."
- c) The bidders should quote their unconditional rates strictly as per the prescribed format in the page 9. Cutting/overwriting, if any, will not be accepted. Each page of the tender should be duly Numbered, Stamped and Signed by the authorized signatory.
- d) GST/Taxes should be mentioned separately

- 3. Eligibility Criteria:** Bidders are expected to meet the following prequalification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting

documents/documentary evidence is liable to be summarily rejected. QCI shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No	Basic Requirements	Specific Requirements	Documents Required
a.	Legal Entity	The Applicant should be a company registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932*or registered as a society under the societies Act, 1860 or a Proprietorship firm.	Copy of Certificates of incorporation
b.	Registered Vehicles	Minimum 5 (Five) 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 with valid Insurance Paper, Pollution certificate and Fitness Certificates.
c.	Technical Capability & Experience	Attach at least 05 (Five) work orders and satisfactory service certificate of different offices of Central/State Govt./PSU/Autonomous Body/ Member of Parliament	Work Order / empanelment letter and satisfactory service certificate
d.	Tax Registration	The company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration
e.	Blacklisting	The bidder shall not have been blacklisted by any central or state government agency, PSU etc	Undertaking in this regard to be submitted.

4. General Terms and Conditions

- i. The empanelment letter shall not confer any right to engagement. The vendor or its associates/companies who are empanelled with QCI as a result of this empanelment process are not allowed to use the name of QCI, its logo, service marks or any document for any purpose without the prior written approval of QCI.
- ii. QCI reserves the right to (a) reject any / all proposals without assigning any reasons thereof, (b) relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of QCI and the objectives of the project without assigning any reasons thereof and (c) include any other item(s) in the requirement at any time after consultation.
- iii. The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be travelled in Delhi/NCR or any other area in India and should not be more than 4 years old.
- iv. The Contractor should be able to provide Taxis at a short notice/ (within 30 minutes). For regular requisitions the taxi must reach the destination 30 minutes in advance.
- v. The drivers engaged in the Taxis should have valid driving commercial license to operate the taxi, issued by the Transport Authorities and Other necessary certificates like Road-Tax clearance, Pollution Certificate, Valid Insurance certificates and Fitness certificates etc. should be in existence for all vehicles quoted.
- vi. The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
- vii. The driver engaged should be broadly aware of the major routes.
- viii. The Vehicles on duty should be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
- ix. **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.
- x. Billing will start from and end at Office premises or designated place and not from & with the Taxi stand. All vehicle must first report to the administrative officer 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 an officer at residence or at designated place where meter reading should be noted by the user.
- xi. At times, QCI may need additional number of taxis on specific days in connection with any conference/ meeting. The Contractor should, be responsible to arrange for additional demand of taxis by making necessary tie-ups at his end with other taxi operators and such additional vehicles should be supplied at the contractual rates and conditions.

- xii. **Covid – 19 Clause:** the cab rider service shall follow the standard operating procedures as provided the government.
Drivers shall ensure the following:
- Compulsory to cover their mouth with a face mask/ face cover (as per govt. advisory).
 - To halt Vehicles properly and for sufficient time to allow boarding of passenger(s).
 - Daily disinfection of Vehicles prior to out-shedding and prior to commencement of each trip. For this purpose, the driver shall carry portable bottle containing disinfectant and suitable equipment for conducting the disinfection of the para transit vehicle.
 - After dismemberment of any passenger, the driver shall disinfect the passenger sitting area.
 - The driver's seat to be cordoned off with a transparent curtain.
 - To minimize physical contact between driver and passenger(s).
 - To ensure that the masks/face cover are worn by the passenger (s)
- xiii. 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.
- xiv. For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries should be attested from the users. The log book will have to be shown to the General Administration for verification at the time of submission of the bill in each month.
- xv. In case of hiring of Taxis, 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.
- xvi. 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.
- xvii. **Submission of Invoice:** To be done in the manner as given in Annexure – A. All bills should have duty slips, duly signed by the user/s. Bills not accompanying 'signed' duty slips are liable to be rejected
- xviii. **Blacklisting/debarring:** QCI reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.

- xix. **Allocation of work post empanelment:** The allocation of work post empanelment among all the empanelled agencies will be made at the rates established through this tender process.
- xx. **Amendment to RFE:** At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE. The applicant is required to visit the Tenders Section of QCI website for any changes or amendments in the RFE before submitting their Applications.
- xxi. **Ethics:** QCI expect all operators/employees/drivers, shortlisted bidder(s) to show highest ethical standards during the course of the assignment during on-groundwork. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favour/gifts) is brought to the notice, the shortlisted bidder(s) shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time. QCI is absolved of any liability/claim arising out of any such above situations.
- xxii. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.
- xxiii. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
- a. Submitted the proposal after the response deadline
 - b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
 - c. Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
 - d. Submitted more than one proposal
 - e. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
- xxiv. The application is liable to be rejected if:
- a. Not in prescribed forms and not containing all required details.
 - b. Not properly sealed and signed as per requirements.
 - c. Received after the expiry of due date and time.
 - d. Missing of any supporting document(s) with the Proposal

5. Proposal Submission:

i. **Technical Proposal**

Documents to be Submitted:

- a. All the necessary documents mentioned in the eligibility criteria
- b. Form – 1
- c. Form – 2
- d. Form – 3

ii. **Financial Proposal**

a. Form - 4

Interested service providers may send their applications along with the profile and other details inside a sealed envelope super-scribing '**Application for Empanelment of Hiring Taxi Services**' to Deputy Director (Accounts), Quality Council of India, **2nd Floor, ICCW Building, 4-Deen Dayal Upadhyaya Marg New Delhi - 110002, India** latest by **July 26, 2021 12 Noon**.

Form 1: Application

Date:

To,
Deputy Director
Accounts & Administration Quality Council of India
2nd Floor, ICCW Building, 4-Deen Dayal Upadhyaya Marg,
New Delhi - 110002, India

Subject: Empanelment as **Vendors/Firms for providing Taxi Services to QCI**

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with QCI for the Taxi Services.

The proposal is made by me/us on behalf of.....
(Company/Firm/Association of individuals) in the capacity of duly authorized to submit the proposal.

I/We understand that QCI reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.

AUTHORISED SIGNATORY
(Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

Form 2: Relevant Client Details

S. No.	Name of the Project/Engagement	Client name	Duration (Period)	Value

Form 3: Details of responding organization

Section No.	Sr. No.	Particular	Detail
I	COMPANY PROFILE :		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	Address for Billing Office & Address *	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	4.	Name of Contact Person (Finance & Accounts) *	
		Contact no.	
		Mobile no.	
		E mail ID *	

II	STATUTORY DETAILS:		
	1.	GST Details: -	
		Whether Registered Assessee (Yes or No)	

		If Yes: -	
		GSTIN Number # *	
		Type of Assessee	
	2.	MSME	
		Whether Registered under MSME (Yes or No) *	
		If Yes: -	
		MSME Registration No. and validity date # *	
	3.	Permanent Income Tax No. (PAN) #	
	4.	<u>Nature of ENTITY: *</u> Proprietor/Partnership/ LPP/ Private Limited /Public Limited/government	
	5.	Whether functioning in a special economic zone. (SEZ) (Yes/ No) *	

III	BANK DETAILS: -	
	Name of Bank	
	Address of Bank	
	Bank Account No.	
	IFSC Code	
	SWIFT CODE (If party's billing address is outside India)	

S. No.	Particulars	Details to be furnished
1.	Details of responding Company	
	Name	
	Address	
	Telephone	Fax
	E-mail	Website
2.	Information about responding Company	

Status of Company (<i>Public Ltd. / Pvt. Ltd etc.</i>)			
Details of Registration (<i>Ref e.g. ROC Ref #</i>)			Date
			Ref #
Details of Service Tax Registration			Date
			Ref #
2.	Current Year Turnover (Rs Crores)		
3.	Company Profile (Operations in India)		
3.1	Average turnover from Indian Operations	(Turnover in Rs Crores)	
3.2	Full-time professional staff engaged	(Number of Staff)	
3.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
4.	Company Experience		
4.1	Experience of working on projects in India/Outside India		(Number of Projects and their brief description)
4.2	Experience of working on similar Specifications		(Number of Projects and their brief description)

Form 4: Financial Bid

VEHICLES	2 – Hour Basis	HALF DAY	6 – Hour Basis	FULL DAY	EXTRA KM	EXTRA HOUR	LOCAL NIGHT	(OUT OF STATION) PER DAY KM	NIGHT CHARGES
INDIGO/DZIRE OR EQUALS CARS	20 KM/ 2HOUR Rs. _____	40KM/4HOUR Rs. _____	60KM/6HOUR Rs. _____	80KM/8HOUR Rs. _____	Rs. ____ PER KM	Rs. ____ PER HOUR	Rs. ____ PER DAY	250KM PER DAY	Rs. ____ PER DAY
INNOVA/XYLO OR EQUALS CARS	20 KM/ 2 HOUR Rs. _____	40KM/4HOUR Rs. _____	60KM/6HOUR Rs. _____	80KM/8HOUR Rs. _____	Rs. ____ PER KM	Rs. ____ PER HOUR	Rs. ____ PER DAY	250KM PER DAY	Rs. ____ PER DAY
INNOVA CRYSTA OR EQUALS CARS	20 KM/ 2 HOUR Rs. _____	40KM/4HOUR Rs. _____	60KM/6 HOUR Rs. _____	80KM/8HOUR Rs. _____	Rs. ____ PER KM	Rs. ____ PER HOUR	Rs. ____ PER DAY	250KM PER DAY	Rs. ____ PER DAY

Declaration: It is Certified that all the information provided by us is authenticated and true to my knowledge. The bid may be cancelled/rejected by QCI 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 QCI are acceptable to us.

(Signature of the Bidder's Authorised Signatory)

Full name of the firm:

Company Rubber Stamp

Date: