

**PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
ALL INDIA RADIO: LUCKNOW :**

**TENDER DOCUMENT  
for  
HIRING OF VEHICLES AT All India Radio, Lucknow**

Processing Fee of the Tender Document: Rs. 925.00 + 18% GST (non-refundable) & EMD of Rs.10,000/- (Rupees Ten Thousand only) (refundable) by DD in favour of DDO, All India Radio, Lucknow, payable at Lucknow to be submitted at All India Radio, Lucknow at the time of opening the Tender.

Tender Publishing Date	21.10.2022
Bid system	Two Bid System <b>1) Technical Bid 2) Financial Bid</b>
Tender Submission closing Date & Time	02.11.2022 at 14:00 hrs.
Technical Tender Opening Date & Time	02.11.2022 at 15:00 hrs.
Estimated Cost	Rs. 20,00,000/- (Twenty Lakhs only)
Location	All India Radio, 18 - Vidhan Sabha Marg, Lucknow-226001
Earnest Money deposit	Rs. 10,000/- (Rupees Ten Thousand only)

The tender details are available on e-tender portal [www.prasarbharati.eproc.in](http://www.prasarbharati.eproc.in)

PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
All India Radio, Lucknow

BID NO. : [T-12/28/2022-ADMIN - AIR LUCKNOW](#)

## SCOPE OF WORK

- 1) BID FOR HIRING OF TAXIES FOR LOCAL AND OUTSTATION USE OF VEHICLES ON DEMAND FOR THE YEAR 2022-23:
  - a) SEDAN [This segment includes passenger cars with mid-size design in a three-box configuration and usually a length between 3600 to 4500 mm. approx.] (similar to Honda Amaze, Maruti Suzuki Dzire, Tata Tigor, Hyundai Xcent, Fort Aspire, Volkswagen Ameo, Tata Zest, Nissan Sunny, Toyota Etios)
  - b) PREMIUM SUV / MUV [This segment includes SUV / MUVs intended to provide passengers with increased comfort, a higher level of equipment and increased perception of quality than regular SUVs and length between 4300 to 4800 mm. approx.](similar to Toyota Innova Crysta, Fortuner, Ford Endeavour, Jeep Compass, Tata Hexa, Harrier, Honda CR-V)

## INSTRUCTIONS FOR SUBMISSION OF BID

1. EVALUATION CRITERIA FOR L1: Refer to Annexure-II. Ranking Criteria for arriving at L-1 has been elaborated.
2. The rates shall be quoted in the prescribed proforma separately (ANNEXURE-II).
3. The firm should be located within Municipal Corporation Limits of Lucknow and should be in a position to provide vehicles at short notice for emergency use round the clock within 3 Hours.
4. The firm should be registered and should have a permanent office/ Branch office in Lucknow. The bidder must have registered at least 5 vehicles in respective RTO's under their name or in the name of the firm in any combination (Sedan, SUV/MUV, Premium SUV /MUV) and should be in a position to provide more vehicles at any given time only, should apply. All the vehicles should be January 2017 and later model. The successful bidder must produce all the original documents at the time of executing the agreement, failing which the successful bidder will not be considered even if it is the lowest bid.
5. REQUIREMENTS OF TECHNICAL QUOTATIONS (Details to be provided in **ANNEXURE –1**)
  - a. Name, address, telephone number of the firm.
  - b. Vehicles possessed, Model and vehicle registration number (3 Sedan & 2 SUV/MUV total 5 vehicles).
  - c. Photo copies of RC books of vehicles with fitness certificate of Yellow Board vehicle (all 5 vehicles).
  - d. Copies of the vehicle permit for the State and latest tax paid receipt (all 5 vehicles).
  - e. An undertaking that he will engage experienced drivers with minimum of 3 years professional / driving License and who can perform 24 hrs. duty. All drivers employed/contracted by the company should hold valid Driving License.
  - f. Any other relevant material other than the rates quoted.
  - g. Comprehensive insurance for all the vehicles provided is a must. Necessary documents need to be submitted/ uploaded.
  - h. The bidder should have experience in successfully executing similar contracts with PSUs / Government Departments / autonomous body / MNC / reputed organizations during the last 3 years (Supporting documents to be submitted compulsorily).
6. The technical Bids will be opened first and if the conditions of technical Bids are fulfilled, only then the Price Bid of the firm/agency adhering to the technical requirements, will be opened. Short listed (based on technical bid) bidder, who has quoted the lowest satisfactory rates (L1), and fulfills the other terms and conditions will be considered for the purpose of hiring of taxis.
7. The Head of Office, All India Radio, Lucknow reserves the right to reject any Bid. Further the "Right to specify/modify the requirements and type of vehicles to be hired rests with Head of Office, All India Radio, Lucknow".
8. Each bidder has to submit EMD (Earnest Money Deposit) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of DD / Bankers Cheque payable in Favour of "DDO, All India Radio, Lucknow", payable at Lucknow along with bid documents. Unsuccessful bidder shall receive back the DD/ Bankers Cheque, soon after the completion of bid process. **A scanned copy of the DD / Bankers Cheque to be uploaded in Annexure – 1.**
9. The successful bidder has to submit a performance guarantee either by way of Fixed Deposit Receipt or Bank Guarantee of. Rs. 2,00,000/- (Rupees Two Lakhs only) in the name of DDO, All India Radio, Lucknow, within three working days from the day of obtaining the contract.

10. The successful bidder has to execute an agreement with All India Radio, Lucknow and the said agreement shall be valid for one year at All India Radio, Lucknow during the year 2022-23 from the date of commencement of agreement. This can be extended for a period of one year if the services are found satisfactory.
11. The Bidder shall have a PAN / AADHAR Card issued by the respective Government agencies (self attested copies to be attached). The service provider should also have GST Registration Number issued by the concerned authorities (self attested copy to be attached).
12. The Bidder shall be bound by the rates quoted by him and agreed upon herein and shall not ask for any enhancement of the rates for the supply of vehicles during the period this agreement remains in force. If the supplier wish to discontinue the agreement in any eventuality, he shall apply for cancellation by giving 30 days notice to All India Radio, Lucknow so as to enable All India Radio to make alternative arrangements. In such event the agreement shall cease to have effect on the expiry of 30 days from the receipt of the notice. On termination of earlier agreement, if deemed suitable by HoO, All India Radio, Lucknow, the Firm categorized as L-2 may be offered the contract and L-1 would become ineligible for the next 1 year or as deemed fit by the HoO All India Radio, Lucknow.
13. The Odometer reading will start and terminate at All India Radio, Lucknow. The driver will not be allowed to take the vehicle for lunch or tea. Under no circumstances the odometer reading from vendor's office to All India Radio, Lucknow will be entertained.
14. The odometer of the taxi should be in working condition/order as per the regulation of RTO, Lucknow. If, however, it comes to our notice that meter readings are being tampered to show extra mileage than the actual distance, the department reserves the right to get the odometer of the vehicle inspected from any authorized workshop at the cost of the service provider and this may result in termination of the contract if found violated.
15. The vehicle should report for duty with sufficient fuel required to perform duty at All India Radio, Lucknow. The operator/owner should be aware of all rules and regulations of state/centre motor vehicle rules, traffic rules and other laws. The operator/owner shall ensure that the drivers are disciplined, well dressed, smart in turnout and behave properly with the officers and all staff of All India Radio, Lucknow.
16. In case of breakdown of hired vehicle while under use, the agency should make alternate arrangements immediately, failing which the additional amount spent for fulfilling the assignment by engaging other vehicle on the spot by the department, will be recovered from the travel agency.
17. All India Radio, Lucknow shall not be liable for any loss / damage/Death by accident / otherwise to the employees engaged by the agency. Any legal claim in the matter of wages, compensation, insurance, PF, Gratuity & other benefits in respect of the drivers engaged by the agency shall be the sole responsibility of the agency/firm.
18. If the services of the agency whose lowest tender has been accepted is not satisfactory, the Head of Office, All India Radio, Lucknow will have powers to terminate the contract of the agency and to accept next lowest tender for the remaining term, without inviting fresh quotations if deemed fit.
19. The vehicles are required to run outstation as per the requirement of the organization.
20. Night Charges Rates will be applicable to only those contracted taxis which will remain on duty from 2200 hrs to 0500 hrs i.e. Night Charges rates will be effective from 2200 hrs to 0500 hrs.

21. It will be the responsibility of the firm / agency to see that the driver should not, under any circumstances, drive the vehicle in a bad condition, under the influence of drugs or any kind of intoxication. The driver should have valid commercial license, valid vehicle documents, insurance etc. The driver should be courteous and punctual. The firm / agency will also be responsible for the conduct of the driver. If the vehicle is challenged for breaking the traffic rules by the driver and any penalty is imposed on the driver, the firm/agency will be responsible for the same.
22. On the events to be organized by All India Radio, Lucknow, the firm will have to provide vehicles to All India Radio, Lucknow as per requirement at the rates approved by All India Radio, Lucknow. The number of vehicles requisitioned on special events can exceed 05. If the required vehicle is not provided on time, and vehicle is hired from other travel agency and its payment is more than the approved rates, then the total difference will be recovered from the firm/agency.
23. If there is any delay in payment due to unavoidable circumstances, the travel agency should bear with it and not to cause any disruption in service.
24. The Last date of receipt of quotation via e-tender is 02.11.2022 by 14.00 Hrs.
25. The Technical quotations received via e-tender will be opened on 02.11.2022 at 15.00 Hrs.
26. The scope of work or stores to be tendered are available in the complete bid documents which can be viewed /downloaded from e-tender portal of <https://prasarbharati.eproc.in>. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website <https://prasarbharati.eproc.in>. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
27. All Corrigendum/Amendment/Corrections, if any, will published on the website <https://prasarbharati.eproc.in>.
28. All documents/papers uploaded/ submitted by the bidder must be legible.
29. It is mandatory for all the applicants to have **Class-III Digital Signature Certificate** (in the name of person who will sign the bid document) from any of the licensed certifying agency.
30. To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of <https://prasarbharati.eproc.in> to have user ID & Password from M/s C1 India Pvt. Ltd. The Annual registration charges for vendor/supplier are Rs. 450 + 18% GTS per annum.
31. To participate in e-bid, bidders shall be charged e-tendering processing charges as below mentioned.

Estimated Value	Processing Fees per Tender per Bidder
More than Rs. 10 Lakhs but less than or equals to 50 Lakhs	Rs. 925.00 + 18% GST

32. Page No. shall be given on each and every paper/documents serially uploaded in the technical bid. Bidders shall ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as "0" (Zero).
- 33. The Earnest Money Deposit (EMD) shall be in the form of FDR/Bank Draft/Bank Guarantee from an Indian scheduled Commercial Bank in favor of Drawing and Disbursing Officer All India Radio, Lucknow, payable at Lucknow.**

34. EMD ' shall be placed in a single sealed envelope superscripted with Bid reference No. and date of opening so as to reach of Drawing and Disbursing Officer All India Radio, Lucknow,18- Vidhan Sabha Marg, Lucknow-226001, before scheduled time on prescribed Bid opening date (Technical Bid). EMD received late shall be summarily rejected.
35. The bids not complied with the above shall be summarily rejected.
36. The scope of work to be tendered is available in the complete bid document which can be viewed / downloaded from e-tender portal [www.prasarbharati.eproc.in](http://www.prasarbharati.eproc.in). Interested Bidders may submit their Bid on or before 02.11.2022 by 14.00 Hrs . A Demand Draft of Rs.10,000/- (refundable) as EMD in favour of DDO, All India Radio, Lucknow is to be submitted at the time of opening the tender. A scan copy of the DD / Bankers Cheque to be uploaded in Annexure – 1.
37. Both the Technical and Financial bids to be submitted separately, duly digitally signed in the website [www.prasarbharati.eproc.in](http://www.prasarbharati.eproc.in). Bids for Technical eligibility will be opened on 02.11.2022 by 15.00 Hrs. Details containing Technical Bid forms should accompany the details of Demand Draft. Rate Bids will be considered only of those Bidders who qualify in the Technical Bid.
38. No claim shall be entertained on account of disruptions of internet service being used by bidders. Hence bidders are advised to upload their bids well in advance to avoid last minute technical snags.

(K M Rastogi)  
Sr. Administrative Officer,  
for Head of Office

Email: lucknow@prasarbharati.gov.in

## Annexure - I

## PRASAR BHARATI

## INDIA'S PUBLIC SERVICE BROADCASTERS

## ALL INDIA RADIO LUCKNOW

## SUB : HIRING OF VEHICLES

Name of the Firm :

Email, Address &amp; Telephone No. of the Firm :

## TECHNICAL BID

Sl. No.	Description of the Items	Documents uploaded YES/NO	Remarks if any
1	Vehicles MODEL(Documents to be uploaded) 3 Sedan & 2 SUV/MUV - Total - 5 vehicles		
2	Attach copies of RC books/smart card of vehicles with fitness certificate of yellow board vehicle Total - 5 vehicles		
4	Copies of up-to-date Comprehensive Insurance papers of each vehicle.		
5	Trade experience certificate from the Govt./Semi Govt./PSU agencies with whom they have had contracts in the past three years		
6	Copies of the vehicle permit and latest tax paid receipt. Total - 5 vehicles		
7	Upload the undertaking from the owner that they will engage experienced drivers with minimum of 3 years professional / driving Licence and who can perform 24 hrs duty		
8	Copies of the Licence issued by the RTO of drivers should be uploaded. Total - 5 drivers		
9	Copy of PAN / AADHAR / GST		
12	Upload Scan copy of Demand Draft/ Banker's Cheque of Rs. 10,000/- (EMD Amount) (refundable)		

## Rates of Petrol/Diesel Vehicles to be Provided on Rent

Type of vehicle	For services of 04 hours 40 Kms.	For services of 10 hours /80 Kms.	For services of 24 hours per day in a month upto 4500 Kms(Round the clock)	After 10 hours per hour waiting rate	After journey of 40/80/4500 Kms. Per Km. rate	Night Charges per day	Total Amount(A+B+C/30+D+E+F)
	(A)	(B)	(C)	(D)	(E)	(F)	
Sedan{Swift D'Zire(Non A.C.)etc.}							
Bolero (Non A.C.)							
Premium SUV(Innova Crysta(A.C.) etc.							
* Grand Total:							

Note: All rates quoted will be excluding GST. \* This figure will be considered for ranking purpose.

I certify that, I have atleast 05 Sedan cars (Swift D'zire/Tata Tigor/Hyundai Xcent/Fort Aspire/Honda Amaze) and other mentioned vehicles in my own ownership/custody which are registered after January 2017. I can provide the above vehicles within half an hour on your demand. I understand all the terms and conditions regarding taxi services which are mentioned in the tender document of All India Radio, Lucknow and I am ready to accept that.

Date:

Signature:

Name of the firm /Agency:

Address:

Mobile No.:

Stamp of Firm/Agency:

ACCEPTANCE LETTER BY TENDERER

I hereby agree with the above stipulated terms and conditions.

Address:

Signature of the Tenderer

Name :

With seal of firm

Phone: (O)

(R)

(M)

Fax:

E-mail: