



INCOIS: PUR: 33/2025

10.04.2026

To,

Dear Sir,

Kindly Submit your sealed quotation for 'Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on rate contract basis'' as per terms and conditions mentioned below:

QUOTATIONS NOT SUBMITTED IN SEALED COVERS AND NOT SUPERSCRIBED THE ENQUIRY NUMBER AND DUE DATE WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE

1.	Name of the work	:	'Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on rate contract basis''
2.	Tender Reference No.	:	INCOIS: PUR: 33/2025
3.	Submission of Hard Copies along with relevant documents due date	:	1100 Hrs of April 30, 2026
4.	Tender opening date	:	1130 Hrs of April 30, 2026
5.	Contract Period	:	For a period of 02 years, from the date of Contract. The contract may be extended further 01 year subject to satisfactory performance and mutual consent .

For Further Clarifications if any, the following personnel may also be contacted: Mr. V Subrahmanyam (email: manyam@incois.gov.in; PhoneNo. 040 2388 6022)/Mr. Dasari Prasad (email: dasari.prasad@incois.gov.in PhoneNo. 040-23886082).

Postal Address	Location Address
Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090	Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Survey No.342/3, Beside ALEAP, Near Pragathi Nagar, Opp. JNTU-Kukatpally, Hyderabad 500 090, Ph.No.040-2388 6000 , website: www.incois.gov.in



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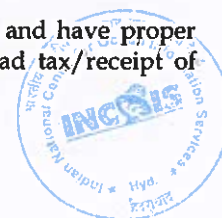
1. Background

Indian National Centre for Ocean Information Services (ESSO_INCOIS), a unit of ministry of Earth Sciences, Govt. of India is a premier scientific Institute of the country, functioning on 24X7 basis to provide Ocean data, information and advisory services to society, industry, Government and Scientific community through sub-satellite ocean observation and constant improvement through systematic and focused researching information and Ocean modelling.

INCOIS invites bidders for Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on rate contract basis.

2. Scope of Work

- i. The Successful Bidder must be able to provide different categories of vehicles having valid taxi permits and other statutory clearances and should have valid permits to travel locally and throughout India.
- ii. All vehicles should be in clean, tidy and good condition with upholstery etc., in proper condition.
- iii. The Successful Bidder shall provide the vehicle of model not older than 03 years as per requirement. The cars shall be provided at INCOIS, Pragathi Nagar (BO) , Nizampet (SO), Hyderabad - 500090 or at any other designated place as per the requirement.
- iv. The extent number of vehicles to be hired will vary depending upon the requirement of the vehicles from time to time. One or more than one vehicle depending upon the requirement may be hired at any time during day and night.
- v. The drivers deployed should have valid driving license, good moral character and reasonable experience of driving and be able to attend to minor repairs of vehicles en route, in case of need. Should not have any criminal cases against him and should not have any past history of accidents. The verification of the credentials of deployed Drivers is the responsibility of the Successful Bidder.
- vi. The driver must report for duty at specified place and time in neat and clean uniform. Besides he should be polite, courteous and service oriented at all times.
- vii. The successful bidder would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in accidents in the past three years as on date of bid submission.
- viii. Drivers should be well versed with the roads and places in Hyderabad city and should have experience in city driving.
- ix. The driver must carry a placard depicting particulars of the arriving guest/officer of INCOIS at Airport/Railway station etc., The Successful bidder should ensure that there is no deficiency of service on the part of drivers.
- x. No driver shall be deployed to work continuously for more than 12 hours on any given day. Any violation of this condition will be treated as a missed trip, and penalty will be imposed on the successful bidder.
- xi. The vehicle provided by the Successful Bidder must be in excellent condition and have proper and complete documents like registration book/driving license/insurance road tax/receipt of



permit fee / passenger tax / border tax / etc. The vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time ., which should be shown to the user/any authority concerned if asked for.

- xii. The Successful Bidder shall be solely responsible for all the consequences both financial and otherwise arresting out of any violation of the provisions of motor vehicles Act, 1988 and accidents either to vehicles users or third parties.
- xiii. The vehicles should be provided with
 - a) Local English newspaper
 - b) Two bottles of branded mineral water of 500 ml each.
 - c) Face tissue papers in case / pouch
 - d) Umbrella
 - e) First aid box
 - f) Fire Extinguisher and
 - g) Mobile Charger with multiple pins
 - h) No extra charges will be paid for the above. If items required to be made available in the vehicle are not provided, then a sum of Rs. 500/- shall be deducted from the bill.
- xiv. The driver of the vehicle shall maintain the log sheet & feedback form supplied by INCOIS for each car. The entries in the log sheet should be certified by the officer concerned and should indicate the opening and closing meter readings along with the time and date at the garage, as well as at the point of starting and ending the journey by the user. It is the driver's responsibility to obtain the signatures of the users/officials who travelled in the vehicle. It should be ensured that there is no overwriting in the log sheet & feedback form. **Under no circumstances will a log sheet & feedback form without signatures be accepted in support of the bill for payment.**
- xv. Kilometers for the day will be calculated from Garage to Garage at actual subject to a maximum of Ten (10) lead Kilometers per day per vehicle (to and from garage)if the vehicle is reporting to INCOIS. If the vehicle is instructed to report a point, other than INCOIS, the actual kilometers from garage will be considered. For airport transfers, the quoted tariff is applicable from point to point (Reporting Location/ Airport to Airport/Dropping Location) as per the applicable kilometres slab. No lead kilometres are permitted.
- xvi. Parking/Toll charges shall be paid by the Successful Bidder which will be reimbursed as per actual, by INCOIS on production of documentary evidence
- xvii. The details of single point of contact from the successful bidder should be specified clearly i.e., Name, Mobile no., e-mail ID. The concerned should be available 24 x 7 for acceptance of bookings and allotment of the vehicles.
- xviii. The drivers/employees engaged by the Successful Bidder shall abide by the instructions provided by the security officers of INCOIS and vehicles/persons will have to undergo security check as and when required.

3. Eligibility Criteria: The bidders should fulfill the following criteria.

- a) The bidder must be a company registered under the Indian Companies Act, 1956 or a registered/Proprietary firm. Valid registration certificate, along with PAN and GST registration documents must be submitted.
- b) The bidder must submit a company profile, including: Organizational structure, Fleet of Vehicles, Infrastructure and facilities, List of technical staff and their expertise.

Fleet of Vehicles:

Sl No.	Vehicle Description	Sedan/SUV	Make, Model, Year	Own/ Leased

- c) The bidder must have an average annual financial turnover of ₹9.60 lakhs or more during the last three financial years ending March 31, 2025. The net worth of the bidder should not have eroded by more than 30% over the last three financial years. CA-certified turnover and profit certificates must be submitted along with bid.
- d) The Bidder should have past experience in similar nature of works of similar volume in last three years as on last date of submission of the quotation. Out of which



- a. one work of value Rs. 15.36 lakhs or above or
- b. two works of value Rs. 11.52 lakhs each or above or
- c. three works of value Rs.7.68 lakhs each or above.

Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed with techno commercial bid.

Experience details: Details are to be provided on the letter head duly signed and stamped by the authorized signatory along with copies of contract orders, as per following table

Sl. No.	Contract/ Work Order details	Title of the contract	Client/Site address	Scope of work	Period of contract	Contract Value in INR

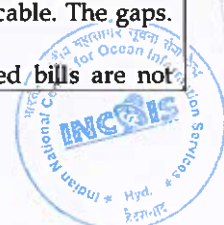
- e) The bidder should be registered with the Transport Department of Telangana as a Taxi/Tour operator for providing vehicle services and having its office at Hyderabad
- f) The bidder should have adequate office/service centre setup at Hyderabad/ Secunderabad to supply the Taxies/Vehicles as specified. A copy of GST Certificate with Hyderabad/ Secunderabad office address shall be submitted as proof.
- g) The bidder should submit the copies of Registration Certificate & Valid Insurance policy in respect of Vehicles possessed.
- h) Self-certified undertaking that the bidder is not banned by MoES or any of it's institutions/ Organizations.
- i) The bidder must provide a detailed escalation matrix (with names, mobile numbers, and email addresses) for support and issue resolution during the period of contract.
- j) Incomplete bids or missing documents may lead to summarily rejection of the offer.

NOTE:

- > Offers of bidders which do not fulfill the eligibility criteria or fail to submit documentary proof for all the points under eligibility criteria will not be considered for further evaluation.
- > No further communication in this regard will be entertained.

4. General Terms and Conditions

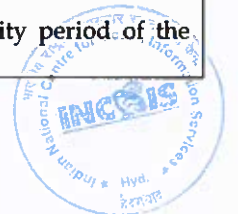
Point No.	Details
1.	Validity of bid: Bid shall have a validity of 90 days from the bid closing date.
2.	* Acceptance of the order by successful bidder upon AOC: Within 10 days from the date of issue of the PO/Order. If the acceptance communication is not received within 15 days. Then PO would be deemed as accepted and binding to the successful bidder.
3.	Contract Period: For a period of 02 years, from the date of Contract. The contract may be extended further 01 year subject to satisfactory performance and mutual consent.
4.	Submission of Offers: The quotation should be submitted in sealed cover addressed to the Director, INCOIS, Ministry of Earth Science, Government of India, "Ocean Valley", Pragathi Nagar (B.O),Nizampet (S.O), Hyderabad-500090 in the prescribed Performa annexed here below. The last date of submission of the tender is 11:00 Hrs of <u>April 30, 2026 (Thursday)</u> and the Tender will be opened at 11:30 Hrs on the same day i.e. <u>April 30, 2026 (Thursday)</u>
5.	The quotations should be submitted in sealed envelope and super scribed with "Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on rate contract basis""in response to Tender Enquiry No. INCOIS: PUR: 33/2025 "
6.	<p>Payment Terms</p> <p>Payment will be made on bi-monthly (twice in a month) basis upon submission of Pre-receipted Bills will be paid by INCOIS.</p> <ol style="list-style-type: none"> i. Intimation from INCOIS for vehicle booking is to be attached to each bill. ii. Trip/Log sheet & feedback form duly filled all columns signed by the official. The authorized signatory of the transport williable to sign and put a rubber stamp in each trip/ log sheets will be liable for rejection. Any information found deficient in the trip/ log sheet will be liable for rejection. iii. Billing is to be done as per the tariffs that are specified in the work order by giving the complete details of basic tariff, extra kilometer, extra hour etc., as applicable. The gaps. Necessary care is to be taken while preparing the bills. iv. For each vehicle deployment, one bill is to be submitted. Consolidated bills are not



	<p>acceptable.</p> <p>v. The bills pertaining to the bi-monthly period (half-month period) are to be submitted immediately upon completion of the week and abnormal delays in submission of bills are to be strictly avoided and may lead for rejection.</p> <p>Note: All payments are subject to statutory deductions (such as TDS, GST-TDS, etc.) as applicable and submission of proper invoices, inspection certificates, and other documentation required by INCOIS.</p>
7.	<p>Bid Security (BS) :Rs. 38,000/- (Rupees Thirty eight thousand only) has to be submitted as per the following form/options</p> <p>i) Demand Draft ii) Insurance Surety Bonds iii) e-Bank Guarantee iv) Fixed Deposit Receipts in favor of Director, INCOIS payable at Hyderabad with validity for a period of 45 days beyond the bid validity period i.e., 90 days vi) ON-LINE Payment through NEFT/RTGS as per bank details given below:</p> <p><i>Name of the Bank:</i> SBI, HAL campus <i>Branch:</i> HAL Campus; <i>Account Name:</i> Director, INCOIS; <i>A/c No.</i> 10442322840; <i>IFSC Code:</i> SBIN0001676</p> <p><i>The original DDs/ Financial Instruments if any should reach INCOIS within 05 days after completion of bid due date. Bids received without EMD will be summarily rejected.</i></p> <p>Bidder registered with Ministry of Micro Small Enterprises (MSE) / National Small Scale Industries Corporation (NSIC) are exempted from payment of Bid Security only <u>if the bidder is providing the bid services for this NIT.</u> A copy of valid registration certificate should be submitted.</p>
8.	Parking/Toll charges shall be paid by the Successful Bidder which will be reimbursed as per actual, by INCOIS on production of documentary evidence
9.	The contractor shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to users.
10.	All financial implications / payments towards arrangement of water bottles, uniform, news paper, fuel, lubricants, repairs, taxes, challan, insurance of vehicle, driver's salary, OT of drivers, Driver's Batta, Driver's PF and ESI, etc are the Successful Bidder's responsibility.
11.	Firms to quote the price in specified format and the price to remain same during the two years of the contract. An acceptance to this extent is to be recorded in the given Price- Bid format.
12.	Successful Bidder shall be solely responsible for payment of wages/salaries, other benefits and allowances including extra hour duty & night halts allowance to his personnel that might become applicable under any Actor Order of the Govt. INCOIS shall have no liability whatsoever in this regard and the Successful Bidder shall indemnify INCOIS against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc.
13.	Fuel Price Escalation: The fuel price will be reviewed in every SIX months. Whenever the fuel price increases and reaches to 5% hike from the date of last review, then the total order value will be increased by 1%. Similarly, whenever the fuel price decreased and reaches to 5% of reduction from the date of last review, then the order value will be decreased by 1%.
14.	In case of non - availability of requisitioned car it will be the responsibility of the Successful Bidder to provide equivalent or upgraded model at the same rate with prior consent of INCOIS
15.	In case of failure of the contracted vehicle, a suitable substitute vehicle of same type and seating capacity or higher model should be deployed immediately. No payment will be made for the idle time when the vehicle is unfit to ply.
16.	The driver of the vehicle shall maintain the log sheet & feedback form supplied by INCOIS for each car. The entries in the log sheet should be certified by the concerned officer and should indicate the opening and closing meter readings along with the time and date at the garage, as well as at the point of starting and ending the journey by the user. It is the driver's



	responsibility to obtain the signatures of the users/officials who travelled in the vehicle. It should be ensured that there is no overwriting in the log sheet & feedback form. Under no circumstances will a log sheet & feedback form without signatures be accepted in support of the bill for payment.
17.	<p>For Hiring of Taxis: * Kilometers for the day will be calculated from Garage to Garage at actual subject to a maximum of Ten (10) lead Kilometers per day per vehicle (to and from garage) if the vehicle is reporting to INCOIS. If the vehicle is instructed to report a point, other than INCOIS, the actual kilometers from garage will be considered.</p> <p>For airport transfers: The quoted tariff is applicable from point to point (Reporting Location/Airport to Airport/Dropping Location) as per the applicable kilometres slab. No lead kilometres are permitted in airport transfers.</p>
18.	The vehicles to be deployed under will be inspected by INCOIS before placing the Purchase Order.
19.	The tampering of meter reading, vehicle usage timings, over writing of logsheet and misbehavior of driver shall be viewed seriously, leading to even cancellation of contract without any cost to INCOIS
20.	Conditional bids shall not be accepted. Bid once submitted shall not be allowed for withdrawal during its validity period, fails which bid security will be forfeited.
21.	In Case the firm fails to deploy the requisite vehicle within specified period, the services will be obtained from open market and the difference of cost, if any, will be recovered from ending bills of defaulting firm by issuing notice.
22.	In case firm fails to execute the order as per the laid down terms and conditions, an amount of Rs.500/- per day will be deducted from the Bill amount. If this instance occurs more than 3 times, this may lead to invoking of SD in part or full and further cancellation of the contract upon ascertaining the circumstances
23.	Fall Clause: The rate(s) charges under this contract be the same and shall not be lower at which the Successful Bidder collects of identical description to any other party(s) with the same terms and condition during the period of this contract. If at any time during the said period the supplier reduces the rate(s) of similar services to any other party, the Successful Bidder shall forthwith notify such reduction of rate(s) applicable to the Director, INCOIS and the rate(s) payable under the contract for the purchase done after the date of coming into force of such reduction of rate(s) shall stand correspondingly reduced
24.	<p>Performance Guarantee / SD: Successful bidder has to submit 5% of the contract value valid for a period of 26 months within 15 days of acceptance of order towards Performance Guarantee by means of following options/forms:</p> <p>i) Demand Draft ii) Insurance Surety Bonds iii) e-Bank Guarantee iv) Fixed Deposit Receipts in favour of Director, INCOIS payable at Hyderabad" with valid for up to 02 year 02 months vi) ON-LINE Payment through NEFT/RTGS as per bank details given below:</p> <p><i>Name of the Bank: SBI, HAL campus</i> <i>Branch HAL Campus;</i> <i>Account Name: Director, INCOIS;</i> <i>A/c No. 10442322840;</i> <i>IFSC Code: SBIN0001676</i></p> <p>This deposit will be free of interest and is refundable after the satisfactory execution of the contract and complete fulfillment of contractual obligations.</p>
25.	<p>Performance Deposit is liable to invoked in the event of :</p> <p>a. Non Execution order during validity period of the contract b. If the service of the successful bidder is found to be unsatisfactory and fails to adhere to INCOIS bid terms and conditions. c. Any unilateral revision made by the successful bidder during the validity period of the contract.</p>



26.	GST: The bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our bid.
27.	In event of award of work, a formal Agreement will be executed between contractor and INCOIS; Contractor should attend the office of Director, INCOIS along with Indian Non Judicial Stamp worth of Rs.200/- within 15 days from the date of acceptance of work order.
28.	In the event of cancellation of vehicle hired on Hiring basis, no cancellation charges will be paid by INCOIS
29.	If any loss or damage is caused to INCOIS property by workmen deployed by the successful bidder, the cost of the same will be recovered from the agency/Successful Bidder.
30.	In case, any penalty/ cases imposed by the police / Road transport authorities due to negligence of driver or any other reason, INCOIS will not be responsible for such incidents and all liabilities shall born by the Contractor.
31.	Please note that any falsification/suppression of information will lead to the disqualification of bid.
32.	The Offer shall be submitted in our enquiry format only. Any conditional offers will not be Accepted.
33.	Bidders should fill and submit the technical compliance sheet along with supporting documents
34.	Proof for fulfillment of eligibility criteria mentioned above should be submitted along with the bid. If the bid is submitted without valid documents, INCOIS shall not consider the bid offered as responsive. Bids received without proof of eligibility criteria will be rejected
35.	Any deviations technically or commercially should be clearly indicated in the Technical bid offer only.
36.	Before submitting the bids bidders are advised to inspect the site of works and its environments and be well acquainted with actual working conditions, approach to place of work, surroundings of the Site of work and other prevailing conditions.
37.	The Successful Bidder shall ensure safety and security of all workforce employed for this work and equipments provided by him under the Successful Bidder until all the works entrusted are completed in all respects and taken over by INCOIS. In the event of damages except under force majeure clause ie., fire, wind, rain, floods or through any hazards, pilferage, other natural calamities etc., the Successful Bidder shall make good the damaged property and restore the same to the original condition without any additional cost.
38.	Force Majeure Clause: If the execution of the contract / supply order is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency , pandemic declared by WHO/Govt. authorities causing stoppage of work beyond the supplier's /INCOIS control, Director, INCOIS may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the INCOIS, the contract/supply shall be read and understood as if it had contained from its inception the delivery date as extended.
39.	If any bidder withdraws his bid after price bid is opened, with in the validity period or makes any modifications in the terms and conditions of bid, which are not acceptable to the INCOIS, then INCOIS shall without prejudice to any other right or remedy available to it, be at liberty to initiate appropriate action.
40.	The Bids shall be submitted only after signed by a duly authorized officer of the firm which is bidding for the tendered requirement, and in the case of a Corporation, seal, or otherwise appropriately executed under seal.
41.	The acceptance of bid will solely rest with Director, INCOIS who does not bind himself to accept the lowest or any other bid. No reasons will be furnished for acceptance or rejection of



	any bid.
42.	Termination Clause: Director, INCOIS reserves the right to terminate the contract either in whole or part of the contract with one month's notice.
43.	Director, INCOIS reserves the right to cancel the bid at any stage due to any technical /administrative reasons. The bidder shall not have any claim under whatsoever reasons.
44.	Canvassing in connection with bid is strictly prohibited and any canvassing will render the bid of such bidder ineligible.
45.	INCOIS reserves the right to alter the scope/or reduce quantum of work, before/after issue of work order and bidders shall not have any claim whatsoever on this account.
46.	In case of any unresolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone

5. Technical Clarifications:

If firms require clarifications on certain points in this document may be submitted (via e-mail) on or before 09:00Hrs of April 20, 2026. Note: Firms may submit a consolidated query only once .e-mail: nag@incois.gov.in. E-mail subject should be mentioned as "Clarifications on Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on rate contract basis"

Senior Administrative Officer and Head - ESG
(Addl.Charge), Indian National Centre for Ocean
Information Services (INCOIS) Ministry of Earth
Sciences, Govt. of India, "Ocean Valley",
Pragathi Nagar (BO), Nizampet (SO), Hyderabad
- 500 090, T.S., India
Phone No.: 040-2388 6024
Fax No.: 040-23895001 / 23892910
e-mail: nag@incois.gov.in

Declaration:

I, _____ son/daughter of _____ aged _____ years and residing at _____ State and sole proprietor /managing partner /director of _____ after having read and understood the tender document No..... dated..... floated by the Institute, hereby undertake that I agree to and shall abide by the terms and conditions prescribed in the said tender document for 'Hiring of Vehicles at INCOIS, Hyderabad for a period of 02 years on rate contract basis"

Signature of the Tenderer/Firm Authorised Signatory & date

Name

OFFICE SEAL,

Address


(V.Subrahmanyam)
Administrative Officer (Purchase)



6. Qualifying Information

Annexure - 1

Sl No.	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any												
1.	Name of the Bidder															
2.	The bidder is a 1) Registered Indian under Indian Company Act 1956 / 2) Proprietary /3) OEM/(s) /4) System Integrator/5) Others															
3.	Bidder Address and contact details like Mail , Phone etc.,															
4.	MSE / NSIC certificate details if any Registration/ License from the Government: GST Registration No. PAN Number															
5.	Single Point of Contact : Name Mail: Mobile No.															
6.	Full Bank Details: <i>(Note: Bank Details provided cannot be changed during Contract, unless special request from the company is made)</i>															
7.	The bidder must have an average annual financial turnover of ₹9.60 lakhs or more during the last three financial years ending March 31, 2025. The net worth of the bidder should not have eroded by more than 30% over the last three financial years.CA-certified turnover and profit certificates must be submitted along with bid. <table border="1" data-bbox="300 1489 758 1684"> <thead> <tr> <th>Financial year</th> <th>Details of Turnover in (Rs)</th> <th>Details of Net worth (Rs)</th> </tr> </thead> <tbody> <tr> <td>2024-25</td> <td></td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> </tr> </tbody> </table>	Financial year	Details of Turnover in (Rs)	Details of Net worth (Rs)	2024-25			2023-24			2022-23					
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	<p>c. three works of value Rs.7.68 lakhs each or above.</p> <p>Client certificates/Work Completion Certificate/ Experience certificate along with the P.O no. as a reference to be enclosed with techno commercial bid.</p> <p>"Similar Work" shall mean Supply of Taxies/Vehicles for Government, PSU, Autonomous Bodies, Semi-Government, or reputed MNC clients.</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Contract Order details</th> <th>Scope of work</th> <th>Period of contract</th> <th>Contract Value INR</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Contract Order details	Scope of work	Period of contract	Contract Value INR								
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9.	Escalation matrix with full contact details, for the resolution of reported issues during contract period.													
10.	<p>The bidder must submit a company profile, including: Complete manpower /Drivers Organizational structure, Fleet of Vehicles, Infrastructure and facilities, List of technical staff and their expertise.</p> <p>Fleet of Vehicles:</p> <table border="1"> <thead> <tr> <th>Sl No.</th> <th>Vehicle Description</th> <th>Sad an/ SU V</th> <th>Make, Model, Year</th> <th>Own/ Leased</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl No.	Vehicle Description	Sad an/ SU V	Make, Model, Year	Own/ Leased								
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13.	The Bidder should submit the copies of Registration Certificate & Valid Insurance policy in respect of Vehicles possessed.													
14.	<p>Fleet Details</p> <p>Own (Copies of RC Book to be furnished)</p> <p>Hired (Source may be indicated along with the copy of vehicle registration document)</p>													
15.	Self-certified undertaking that the bidder is not banned by MoES or any of its Institutions/ Organizations.													



7. Price Bid

Annexure -II

PRICE BID FORMAT (TO BE TYPED ON THE LETTER-HEAD OF THE FIRM) DULY STAMPED AND SIGNED AT THE BOTTOM

HIRING OF TAXIS					
S. No.	Description / Line Items	Sedan- Per trip Rs.		Premium SUV - Per trip Rs.	
		1 st Year	2 nd Year	1 st Year	2 nd Year
1.	40 Kms x 4Hrs*				
2.	80 Kms x 8 Hrs*				
3.	Extra 1 Km				
4.	Extra 1 Hour				
5.	Out Station ; 300 Kms*				
AIRPORT TRANSFERS					
6.	Airport Transfer (Pickup & Drop) Up to 60 Kms Toll receipts are to be submitted*				
7.	Airport Transfer (Pickup & Drop) Up to 100 Kms Toll receipts are to be submitted *				
8.	TAXES				

*For Hiring of Taxis :** Kilometers for the day will be calculated from Garage to Garage at actual subject to a maximum of Ten (10) lead Kilometers per day per vehicle (to and from garage) if the vehicle is reporting to INCOIS. If the vehicle is instructed to report a point, other than INCOIS, the actual kilometers from garage will be considered.

For airport transfers: The quoted tariff is applicable from point to point (Reporting Location/Airport to Airport/Dropping Location) as per the applicable kilometres slab. No lead kilometres are permitted in airport transfers.

GST Registration No. (if applicable) :

PAN No. :

We confirm that the prices quoted will be firm and will not be altered during the entire period of two years of Rate Contract.

Place:

Date:

Authorized Signatory
Name of the Firm
Name of the Authorized Signatory
M.No.
FRN No.
(Seal and Stamp of the Firm)


(V. Subrahmanyam)
Administrative Officer (Purchase)



SI No.	Description	Compliance status Yes / No	Page number against the Proof attached.	Remarks/ Deviations, if any
16.	Signature on all the pages of the bid document, including addendum, if any, issued by INCOIS.			

Signature of the Authorized Signatory & date

Name

OFFICE SEAL,

Address

(V.Subrahmanyam)
Administrative Officer (Purchase)



BANKGUARANTEEFORMATFORBIDSECURITY:

Whereas.....(Herein after called "the Bidder") has submitted its bid dt.....
(Date of submission of bid) for the supply of(name and/or description of the goods)
(herein after called " the Bid ").

KNOW ALL PEOPLE by these presents that WE(name of bank) of(name of
country), having our registered office at(address of bank) (hereinafter called "the Bank"),
are bound unto.....(name of Purchaser) (hereinafter called "the Purchaser") in
the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself,
its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this
_____ day of ___ 20 ____.

THE CONDITIONS of this obligation are:

1. If the Bidder Withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required ; or
 - (b) fails or refuses to furnish the performance security, in accordance with the instruction to Bidders.

We undertake to pay the Purchaser upto the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand , provided that in its demand the Purchaser will note that the amount claimed by it is due to it , owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force upto _____ from the date of submission of the bid and any demand in respect there of should reach the Bank not later than the above date.

(Signature of the Bank)

Name of the Bidder



Bank Guarantee Format for Performance Security

To

The Director
Indian National Centre for Ocean Information Services (INCOIS)
Oceanvally, Pragathi Nagar (BO), Nizampet (SO)
Pragathi Nagar
Hyderabad-500 090

Whereas..... (name and address of the contractor) (here in after called "the contractor") has undertaken, in pursuance of contract no date..... to supply (Description of goods and Works/ Services) (herein after called "the contract").

And whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract.

And, whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the sail debt from the contractor before presenting us with demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until theday of20.....

Our.....branch at.....*(Name & Address of the*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... Otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....
.....
Name and designation of the officer
.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for the procurement of goods or at the concerned district headquarters or the state headquarters.

