



RIS

Research and Information System
for Developing Countries

विकासशील देशों की अनुसंधान एवं सूचना प्रणाली

TENDER FOR EMPANELMENT OF VEHICLE HIRING SERVICE AT RIS, NEW DELHI

TENDER DOCUMENT

अनुबंध की शर्त
CONDITION OF CONTRACT

TENDER REF. NO.:

RIS/109/2026/4

DATED: 17/07/2026

Research and Information System for Developing Countries (RIS)

Core IV-B, Fourth Floor, India Habitat Centre, Lodhi Road,

New Delhi – 110003 (India)

Sub. : TENDER FOR EMPANELMENT OF VEHICLE HIRING SERVICE AT RIS, NEW DELHI.

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Research and Information System for Developing Countries (RIS)
New Delhi

SECTION – 1
NOTICE INVITING TENDER (NIT)

Research and Information System for Developing Countries (RIS)

Core IV-B, Fourth Floor, India Habitat Centre, Lodhi Road,
New Delhi – 110003 (India)

Tender No.: RIS/109/2026/4

Date: 17/07/2026

- 1.0** Sealed tenders in Single Stage Two Envelope method (Part-A: Technical bid and Part-B: Financial bid) are invited on behalf of the Director, RIS for undertaking following works/services:

Sl. No.	Name of the Item / Work	Estimated Cost	Bid Security / Earnest Money
1.	TENDER FOR EMPANELMENT OF VEHICLE HIRING SERVICES AT RIS, NEW DELHI	Rs.20 lakhs	Rs.40,000/-

- 2.0** **Time Period:**12 Months

- 3.0** **Purchase of Tender Document:-**The tender document shall be available for downloading from the website www.ris.org.in / www.eprocure.gov.in from **17.07.2026 - 31.07.2026**

- 4.0** **Eligibility Criteria :**

- a) The bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority [for further details refer Clause 12.0 Section 5 (A)].
- b) The bidder should be in business of providing similar services for at least three years on last date of receipt of tender.

- c) Work experience:**

Experience (in the format attached as Section 6(G) of having successfully completed similar works during the last 3 years ending previous day of last date of submission of tenders as detailed below :

- Three similar completed works, costing not less than the amount of Rs.8.00 lakhs i.e 40% of the estimate cost.

Or

Two similar completed works, costing not less than the amount of Rs.12.00 lakhs i.e 60% of the estimate cost.

Or

One similar completed work of aggregate cost not less than the amount of Rs. 16.00 lakhs i.e 80% of the estimate cost.

- **“Similar works” shall mean “Vehicle Hiring Service”.**

Experience certificate of Vehicle Hiring Service on stand-alone basis shall be considered provided the amount of the executed work is not less

than as specified above in Clause 4 Section-1

- The work experience should be supported by certificates issued by clients organizations.

The bidder should have an Annual average turnover of Rs. 60.00 lakhs for the last three year i.e. FY 23-24, FY 24-25 and FY 25-26.

- d) The Bidder should give self-declaration certificate for acceptance of all terms and conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Section-6 (A)**.
- e) The firm should own minimum of three vehicles of each type Category. The photocopy of their RC, fitness and permit to be attached. The vehicle should not be older more than 3 years old.
- f) **The bidder should have a valid PAN.**
- g) **The bidder should have Goods and Service Tax Registration Certificate. Copy of Registration Certificate is to be submitted as part of bid and bidder has to give a self-declaration that bidder is not black listed by GST authorities.**

OR

The bidder should produce certificate that bidder is exempted to register under the Goods and Services Tax (GST)

- 4.1** The Annual turnover certificate should be on letter head of Chartered Accountant. **In case Account for FY 2025-26 is not yet audited, a self-attested turnover statement supported by documents may be attached.** Bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested along with numbering by the bidder.

Note:-

I) Certificate of Financial Turnover and Profit

At the time of submission of tender, the tenderer shall submit Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover and Profit of last 03 years or for the period as specified in the tender document. There is no need to submit entire voluminous balance sheet. However, one page of summarized balance sheet (Audited) and one page of summarized Profit & Loss Account (Audited) for **last 03 years (2023-24, 2024-25 & 2025-26) shall be submitted. Provisional/ Audited data certified by C.A. for F.Y. 2025-26 acceptable.**

II) Certificates in the name of other Companies:

1. **Certificates of Subsidiary:** Any company/firm while submitting tender can use the work experience of its subsidiary company to the extent of its ownership in the subsidiary company.

Merger/ Acquisition of Companies: In case of a Company/firm, formed after merger and/ or acquisition of other

companies/ firms, past work experience and Financial parameters like turnover, profitability, net worth etc. of the merged/ acquired companies/ firms will be considered for qualification of such Company/ firm provided such Company/ firm continues to own the requisite assets and resources of the merged/ acquired companies/ firms.

5 Bid Security / EMD:

The bidder shall furnish the bid security / EMD through NEFT/RTGS/DD in favour of “Research and Information System for Developing Countries” as per details given below.

Details for NEFT/RTGS are as under:

Beneficiary Name : Research and Information System for Developing Countries

Bank Name & Address: Bank of India, Khan Market, New Delhi-110003

IFSC code – BKID0006007

MICR code - 110013014

A/c No.– 600710100028025

Incomplete tenders or tenders without E.M.D shall be treated as invalid.

- 5.1 The Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) shall be exempted from submission of EMD/ Bid Security deposit on production of requisite proof in respect of valid certification from NSIC / MSME for the tendered item / service.**

6 Make in India Policy :

The policy of Govt. of India to encourage “Make in India” and promote manufacturing and production of goods and services in India as per the revised “Public Procurement (Preference to Make in India), Order 2017”, circulated by the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India vide Order No.P-45021/2/2017-PP (BE-II) dated 19.07.2024 will be applicable for this tender.

❖ **The tender should be submitted as detailed below:-**

Envelope-1 : Comprising of Technical Bid. The envelope should be super scribed as “Technical Bid for **Tender for Empanelment of Vehicle Hiring Service at RIS, NEW DELHI**”.

Envelope -2 : Comprising of Price Bid. The envelope should be super scribed as **Price Bid for Tender for Empanelment of Vehicle Hiring Service at RIS, NEW DELHI**”.

Envelope 1 & Envelope 2 shall be put together in a big envelope super scribed as “**Tender for Empanelment of Vehicle Hiring Service at RIS, NEW DELHI**” should be submitted to the Director, Research and Information System for Developing Countries (RIS), New Delhi. This big size envelope may be submitted physically at Core-IV B, Fourth Floor, India Habitat Centre, Lodhi Road, New Delhi-110003. No Tender shall be accepted after

prescribed due date and time

- 7 Last Date & Time of Submission of Tender: 31.07.2026 up to 03:00 PM.**
- 8 Date & Time of Opening of Tender**
 - 8.1 Technical Bid: 31/07/2026 at 03:30 PM.**
 - 8.2 Financial Bid: The date & time will be intimated later on to the responsive bidders only.**
- 9** Tender bids received after due date & time will not be accepted.
- 10** Incomplete, ambiguous, conditional, bids are liable to be rejected.
- 11** The RIS reserves the right to accept or reject any or all tender bids without assigning any reason. The RIS is not bound to accept the lowest tender.
- 11.1** In case of any correction / addition / alteration / omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.
- 12** The Bidder has to indemnify RIS against loss of input tax credit on account of Black-listing of firm during tenure of contract.
- 13** RIS has the right to recover input tax credit loss suffered by it due to any mis- declaration of invoice by Bidder.
- 14** If a bidder quotes NIL charges / consideration, the bid shall be considered as unresponsive and will not be considered.

Note 1: If date fixed for opening of bids is subsequently declared as holiday by the RIS, the revised date will be notified. In the absence of such notification, the date for opening shall be on next working day, time and venue remaining unaltered.

Note 2: All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translation to be true copy in addition to the relevant certificate.

Note 3: All computer generated documents should be duly signed / attested by the bidder / vendor organization.

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Research and Information System for Developing Countries (RIS)
New Delhi

SECTION – 2
TENDER INFORMATION

1. Type of tender:
Single Stage Two envelope (Part-A: Techno-commercial bid and Part-B: Financial bid)
2. **Bid Validity Period / Validity of bid Offer:** 90 days from the tender opening date.
3. The bid is invited in single stage two envelope system.

3.1 Techno-commercial bid, shall contains following documents:

- 1) Certificate(s) showing fulfillment of the eligibility criteria(s) stated in Clause 4 of the NIT. Viz;
 - i) **Copy of Registration with competent authority [(Department for Promotion of Industry and Internal Trade (DPIIT)] for bidder from a country which shares a land border with India**
 - ii) Incorporation Certificate of company
 - iii) Turnover Certificate for FY 23-24, FY 24-25, FY 25-26.
 - iv) Copy of PAN
 - v) Copy of Goods and Service Tax Registration Certificate or the bidder should produce certificate that bidder is exempted to register under Goods and Service Tax.
 - vi) The photocopy of RC of their vehicles.
- 2) For Understanding the Terms & Condition of Tender & Spec. of Work. (Section – 6A)
- 3) Near-Relation certificate duly filled & signed. (Section - 6B)
- 4) Declaration in respect of no addition / deletion / corrections in downloaded tender (Section 6C)
- 5) Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India (Section – 6D)
- 6) Declaration of Blacklisted OR Criminal Case Pending (Section – 6E)
- 7) Local content Declaration & Self Certification towards preference to Make in India (Section 6F)
- 8) Client Certificate regarding Performance of the Bidder (Section 6G)
- 9) Performance Guarantee (Section – 7)
- 10) Letter of Authorization for Attending Bid Opening Event (Section – 7(B))
- 11) **Technical Bid (Section – 8A to 8F)**

3.2 **Financial bid** shall contain Price Schedule. (Section – 9A to 9C)

3.3 Draft Agreement (Section - 10)

Note 1: First techno-commercial bid will be opened and evaluated. The financial bid of only responsive bidders shall be opened.

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Research and Information System for Developing Countries (RIS)
New Delhi

SECTION –3

About the RIS

Research and Information System for Developing Countries (RIS) is a New Delhi based autonomous policy research institute under the Ministry of External Affairs (MEA) that specialises in issues related to international economic development, trade, investment and technology.

RIS is envisioned as a forum for fostering effective policy dialogue and capacity-building among developing countries on global and regional economic issues.

SCOPE OF WORK

1. The duration of the contract will be initially for a period of **One year** and it can be further extended for another period of one year by mutual consent but not more than **two years**. The rates will be same for the contract period including extension, if any.
2. The Vehicle should be well-furnished, in proper running condition, should be the latest models, and should not be more than **3 years old**. (From the date of manufacturing/ registration).
3. The Contractor shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the vehicles. The salary and other costs of the driver shall also be borne by the contractor. Unauthorized LPG Gas kits are not allowed as a fuel in any car.
 - i. There should be a first aid box, GPS navigation system and air freshener spray in the vehicle for drop and pick-up.
 - ii. All the drivers should be fully Covid vaccinated, wearing mask and having sanitizer in the car.
 - iii. CNG gas kits are allowed as a fuel in any vehicles, as per the government norms.
4. The contractor shall provide names, addresses of the drivers along with their driving license number and copies.
5. The Contractor shall provide well-behaved drivers essentially in the uniform. The Drivers should possess valid driving license and knowledge of different routes in **Delhi and NCR**. The reporting time, place, address, etc. should be strictly followed by Contractor. For airport/railway station pick up, drivers to display the welcome placard and receive the passengers, as directed. **Contractor is going to provide the vehicle within 30 minutes of the requisition on mail/call. Delay more than 45 minutes will attract fine at discretion of the RIS.**
6. **The details of vehicle and driver should be given to RIS.**
7. Delhi, NCR route price should be quote by Delhi / NCR local contractor only.
8. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid

down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the RIS, New Delhi.

9. The drivers should strictly follow all the Traffic Rules and Regulations as prescribed by the Govt. Authorities. The RIS will not be responsible for the reimbursement of any charges, charged by Govt. Authorities for violation of any traffic rules and regulations.
10. The vehicles sent for services should be kept neat and clean, both inside and outside. Cleanliness of vehicles must be properly maintained. Vehicle Seats must be properly covered with clean cover. Otherwise the vehicle may be rejected and sent back. No payment shall be made on account of vehicle so rejected. If the interior of the vehicles not in good condition, **5% deduction from the bills shall be done.**
11. The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties for the RIS. In no case, the driver should be allowed to smoke while driving the vehicles. No other person except the driver shall be permitted in the vehicle while transporting the guests.
12. The contract will ensure that all necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
13. In case of accident, any compensation claims arising out of such accident shall be made by the contractor in accordance with the law which is in force to each or every one of the effected persons or their legal heirs depending upon the merits of each individual case. He would also indemnify the RIS for any loss, damage of property or life arising out of negligence of driver or poor maintenance of vehicle. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission of the user / RIS.
14. **Payment** will be made for total kilometres run by taxi for RIS, New Delhi (i.e. Closing Meter Reading at RIS, New Delhi minus Opening Meter Reading at RIS, New Delhi PLUS twice the actual distance from garage/taxi stand to RIS, New Delhi or sixteen kilometres (i.e. eight kilometres each way from garage to RIS, New Delhi and back), whichever is less. However, it will not be applicable for pick-up & drop services for Airport & Railway Stations. If the reporting place is different from RIS, New Delhi, in such cases, the meter reading would be permitted from garage//taxi stand to garage//taxi stand.
15. The pre-receipted bill shall be submitted in duplicate of hired vehicles, duly supported by the duty slip properly signed by the user / authorized person and requisite documents [receipt(s) of payment of toll taxes, parking fees] on monthly basis. Payment to the Contractor will be made after deduction of TDS.
16. The Contractor shall ensure that the driver records complete journey details, including the starting point and destination (from and to destinations), on each duty slip for every trip undertaken.

17. In case condition of vehicles are not found to be satisfactory, it will be returned for immediate replacement. In case no replacement is provided in time, RIS has the right to hire a vehicle from local market and additional cost incurred by the RIS will be borne by the Contractor and same will be deducted from the monthly bill.
18. The RIS, New Delhi will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognizes no employer-employee relationship between the RIS, New Delhi and the personnel deployed by the contractor/agency.
19. Any person who is in Government service or an employee of RIS, New Delhi should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
20. The RIS reserves the right to terminate the contract by giving 15 days notice without assigning any reason whatsoever.
21. RIS, New Delhi reserves the right to accept or reject any or all offers without assigning any reasons thereof.
22. The contract will be awarded on the basis of the terms and conditions stipulated hereinabove and no other terms and conditions offered by the party will be acceptable.
23. The intending party must own **minimum 3 numbers of vehicles of each category** and must have contractual arrangement with the actual vehicle owner for providing the taxi services.
24. The maintenance cost, Charges of petrol, road tax, permit fee, passenger tax, Challans, salary of the driver, the overtime of driver etc., are the responsibility of the contractor for which no payment shall be made by RIS, New Delhi.
25. Toll tax, parking charges and GST shall be reimbursed by the RIS against the production of documentary evidences. However, no Permit fee/ Passenger tax/ road tax shall be paid by RIS, New Delhi.
26. All vehicles provided for the duty should be with the driver having commercial license.
27. All disputes will be subject to Delhi jurisdiction.
28. The rate contract is intended to be entered into with one or more parties after assessing the rates quoted by them for different types of services in a composite manner taking an overall view for all types of the services.
29. The requirement indicated is only approximation for rough idea. No guarantee of business can be given based on the same.
30. RIS, New Delhi, reserves the right to cancel the tender without assigning any reason.

31. List of vehicles along with photocopy of their RC/fitness and permit owned by the contractor.
32. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

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SECTION – 4

GENERAL INSTRUCTIONS TO BIDDERS (GIB)

1.0 DEFINITIONS:

- (a) **"The Purchaser"** means the Research and Information System for Developing Countries (RIS), New Delhi.
- (b) **"The Bidder"** means the individual or firm who participates in this tender and submits its bid.
- (c) **"The Supplier" or "The Vendor" or The Contractor** means the individual or firm supplying the goods / services under the contract.
- (d) **"The Goods / Services"** means all the equipment, machinery, and / or other materials / services which the Supplier is required to supply to the Purchaser under the contract.
- (e) **"The Purchase Order"/ "Work Award Letter"** means the order placed by the Purchaser on the Supplier/Contractor signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as **"Contract"** appearing in the document.
- (f) **"The Contract Price"** means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.
- (g) **"Successful Bidder(s)"** means the bidder(s) to whom work in this tender is awarded.

2.0 ELIGIBILITY CONDITIONS:

2.1 Kindly refer to Clause 4 of Section - 1 i.e. NIT.

3.0 COST OF BIDDING:

3.1 The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4.0 DOCUMENTS REQUIRED:

4.1 The goods/services required to be supplied; bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The contents of the Bid documents are specified in Section-2.

4.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents and clarifications/ amendments/ addenda, if any. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

5.0 CLARIFICATION OF BID DOCUMENTS:

5.1 A prospective bidder, requiring any clarification on the Bid Documents shall notify the Purchaser by writing an E-mail to the Purchaser as indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of

the Bid Documents, which it receives **5 days prior to the date of opening of the Tenders**. Copies of the query (without identifying the source) and clarifications by the Purchaser shall be sent to all the prospective bidders who have received the bid documents.

- 5.2** Any clarification issued by RIS in response to query of prospective bidders shall form an integral part of bid documents and shall amount to an amendment of the relevant clauses of the bid documents.

6.0 AMENDMENT OF BID DOCUMENTS:

- 6.1** The Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify bid documents by amendments prior to the date of submission of Bids with due notification to prospective bidders.
- 6.2** The amendments shall be notified on website www.ris.org.in / www.eprocure.gov.in to all prospective bidders and these amendments will be binding on them.
- 6.3** In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

7.0 DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall ensure availability of the following:

- (a) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted in accordance with the Clauses.

8.0 BID PRICES:

- 8.1** The bidder shall give the total composite price/ rate as indicated in price schedule. The basic unit price and all other components of the price need to be individually indicated in each column for the services under the contract as per the price schedule given in **Section-9 (A to C)**.
- 8.2** A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

9.0 DOCUMENTS ESTABLISHING GOODS / SERVICES' CONFORMITY TO BID DOCUMENTS:

- 9.1** Pursuant to Clause-4 (NIT), the bidder shall furnish, as part of its bid, documents establishing the conformity of its bid to the Bid Documents of all goods and services which he proposes to supply under the contract.

10.0 PERIOD OF VALIDITY OF BIDS:

- 10.1** Bid shall remain valid for period specified in Clause-2, Section-2 of Tender Information. A bid valid for a shorter period shall be rejected by the purchaser being non-responsive.

10.2 In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under Clause-12 shall also be suitably extended. The bidder may refuse the request without forfeiture of its bid security. A bidder accepting the request and granting extension will not be permitted to modify its bid.

11.0 FORMAT AND SIGNING OF BID:

11.1 The bidder shall submit its bid in sealed envelope complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, by hand signatures, by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.

11.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. **All pages of the original bid shall be signed by the person or persons signing the bid.**

11.3 Power of Attorney

- (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.
- (b) The Power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company / Institution/ Body corporate.
- (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.
- (d) Attestation of the specimen signatures of authorized signatory by the Company's / firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.

12.0 Last Date & Time of Submission of Tender bids: 31/07/2026 up to 03:00 PM.

13.0 SUBMISSION OF BIDS:

13.1 Bids must be submitted by the bidders on or before the specified date & time indicated in Clause-12 (this section).

13.2 The bidder may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with Clause-6 (this section) in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

14.0 LATE BIDS: No bids shall be accepted after the specified deadline for submission of bids prescribed by the purchaser.

15.0 MODIFICATION AND WITHDRAWAL OF BIDS:

15.1 The bidder may modify, revise or withdraw his bid after submission prior to deadline prescribed for submission of bid.

16.0 OPENING OF BIDS BY PURCHASER:

16.1 The tender opening committee of RIS shall open the bid on the date and time specified in Clause-8 of Section-1.

16.2 A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.

16.3 The following information should be read out at the time of bid opening

- a) Name of the Bidder
- b) Name of the item/services
- c) Information in respect of eligibility of the bidder
- d) Details of bid modification/ withdrawal, if applicable
- e) Quantities/prices quoted in the bid
- f) Taxes & levies

17.0 CLARIFICATION OF BIDS

17.1 To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

17.2 If any of the documents, required to be submitted along with the technical and financial bids found wanting, the offer is liable to be rejected at that stage. However the purchaser at its discretion may call for any clarification regarding the bid document within a stipulated time period. In case of non-compliance to such queries, the bid will be outrightly rejected without entertaining further correspondence in this regard.

18.0 BID EVALUATION:

18.1 RIS, New Delhi evaluates the Commercial Bid of said Bidders who qualify the Technical Bid criteria and comply with the required qualifications. The Commercial Bid with the lowest price for all vehicles will be the L1 bid. The bidders must necessarily quote for all vehicles. In case the L1 vendor is not the lowest for some vehicles, he would need to match the lowest bid for such vehicles. The eligible bidder who will quote the lowest price for all vehicles will be awarded the contract.

19.0 PARAMETERS FOR DECIDING THE LOWEST BIDDERS

19.1 The lowest rates received from eligible Bidder for each type of vehicle and each type of slab would be offer to all eligible Bidders for their consideration and acceptance. The bidder who are ready to provide taxi services on the offered lower rates and accept the same in writing would be empaneled as Taxi Operators by the RIS for providing taxi services.

20.0 PAYMENT TERMS:

- 20.1 No advance payment will be made in any case. Bills should be sent and payment shall be released generally within 30 days, only after it is ensured that the services supplied are to the entire satisfaction of RIS, New Delhi.
- 20.2 The payment will be made only for those duty slips which have been signed by the officer/staff/ guest using the vehicle. It will be responsibility of the taxi driver to get the duty slips signed by the officer / staff /guest on completion of duty. No payment will be made for unsigned duty slips. Duty Slip should be completed in all respect i.e., Time and Odometer Reading at the time of commencement of journey from RIS / or reporting point, Time and Odometer Reading at the time of journey at RIS / destination, total run of vehicle and places visited for work in route (if any). The Contractor shall ensure that the driver records complete journey details, including the starting point and destination (from and to destinations), on each duty slip for every trip undertaken.

21.0 PLACE OF TRANSPORTATION: within 10 Kms from RIS, New Delhi.

22.0 PERFORMANCE SECURITY

- (a) The successful bidder must submit a Performance Bank Guarantee for an amount equivalent to 3% of the Estimated Cost. It can be deposited in the form of Demand Draft / Fixed Deposit Receipts from a Commercial Bank / Bank Guarantee with validity period beyond 60 days of the completion of the contract period. **(Refer Section-7(A)).**
- (b) Performance Bank Guarantee will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides the firm may also be black listed.
- (c) Performance Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
- (d) Performance Bank Guarantee amount will be refunded to the vendor without any interest, whatsoever after it duly performs and completes the contract in all respects.

23.0 N.A.

24.0 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

RIS reserves the right to reject any or all bids or cancel/ withdraw the invitation for bid without assigning any reasons whatsoever thereof. RIS does not bind itself to accept lowest tender.

25.0 QUALITY ASSURANCE REQUIREMENTS:

The quality of services will be monitored by the authorized representatives of the purchaser and their decision in this regard has to be accepted by the contractor.

26.0 OTHER CONDITIONS:

- ❖ RIS, New Delhi reserves the right to accept or reject any or all the tenders in

part or in full or may cancel the tender, without assigning any reason thereof.

- ❖ RIS, New Delhi reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- ❖ RIS, New Delhi reserves the right to add/amend/omit any further terms and conditions prior to issue of purchase order.
- ❖ In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- ❖ Conditional tenders will not be considered in any case.

27.0 Action by purchaser against bidder(s) / vendor(s) in case of default:

In case of default by Bidder(s)/ Vendor(s) such as:-

- (a) Failure to deliver and / or commission any or all of the services within the time period(s) specified in the contract, or any extension thereof granted by the purchaser.
- (b) Failure to perform any other obligation(s) under the Contract; and
- (c) If the contractor persistently neglect to carry out his obligation under the contract and / or commits default in complying with any of the term and the condition of contract and does not remedy it or take effective steps to remedy it within the time specified after a notice in writing is given to him in that behalf by purchaser.
- (d) When the contractor has made himself liable for any of the cases aforesaid, RIS shall have the powers to terminate the contract as aforesaid and forfeit performance guarantee.

RIS, New Delhi may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by RIS, New Delhi will be posted on CPP Portal and RIS, New Delhi website. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of RIS, New Delhi or check for the same CPP Portal submitting their duly completed bid.

28.0 NEAR-RELATIONSHIP CERTIFICATE:

- 28.1 The bidder should give a declaration that none of his/ her near relative, as defined below, is working in the units where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central. Due to any breach of these conditions by the

company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and RIS will not pay any damage to the company or firm or the concerned person.

28.2 The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.

28.3 The near relatives for this purpose are defined as:-

- (a) Members of a Hindu undivided family.
- (b) They are husband and wife.
- (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

28.4 The format of the certificate is given in Section 6 (B).

29.0 VERIFICATION OF DOCUMENTS AND CERTIFICATES:

29.1 The bidder will ensure that all the documents and certificates submitted by him are correct and genuine before enclosing them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

29.2 If any document / paper / certificate submitted by the participant bidder is found / discovered to be false / fabricated / tempered / manipulated either during bid evaluation or during award of contract or thereafter, then the purchaser will take action as deemed fit.

30.0 The Vendor has to indemnify RIS against loss of input tax credit to RIS on account of blacklisting of supplier during tenure of contract.

-SD-
Director (Finance & Admin.)
Email ID : anil.sharma@ris.org.in
Research and Information System for Developing Countries (RIS)
New Delhi

SECTION – 5

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT (GCC)

1.0 APPLICATION:

The general condition shall apply in contracts made by the purchaser for the **Tender for Empanelment of Vehicle Hiring Service at RIS, New Delhi.**

2.0 STATUS OF THE CONTRACTOR AND ITS STAFF MEMBERS:

- (a) The contractor shall have the legal status of an independent contractor. Neither the contractor nor its staff members, nor any person employed by the contractor or its agents for the performance of the services under the present contract shall be considered in any way as being staff members of RIS.
- (b) The RIS shall accept no liability for, nor any financial or other consequences arising from, sickness, injury, damages or death of the personnel of the contractor or of any person performing on their behalf any work under the present contract, including the time spent in travel, nor for any damages which may arise by reason of the neglect or default of any of them.
- (c) The contractor shall indemnify and hold harmless the RIS in respect of any claim arising out of the contractor or its staff member's negligence or unlawful performance under the present contract for any liability as referred to in paragraphs 2(b) above, including their heirs and assigns, or by third parties.
- (d) For the purposes of this article, the term third party shall be deemed to include "inter-alia" officials of RIS and its agents and officials, as well as any person or entity employed by the contractor or engaged for the contractor, in order to perform services for, or supplying goods to the contractor in connection with the implementation of the present contract.
- (e) Notwithstanding anything to the contrary contained in this contract, the contractor shall only be liable, and shall only be required to indemnify the RIS, in respect of claims or liabilities that arise out of the negligence, breach of contract or unlawful conduct of the contractor or its staff members or agents in the performance of this contract.

3.0 PAYMENTS :

- Payments will be made through RTGS (Real Time Gross Settlement) or NEFT (National Electronic Fund Transfer).
- Mandate willing to receive e-payments signed by authorized signatory of vendor shall be submitted by the vendor containing following information at the time of signing of Agreement / Contract.
 - (a) Account beneficiary's name.
 - (b) Account type.
 - (c) Account number.
 - (d) Name of the bank.
 - (e) Bank Branch's NEFT code.
 - (f) IFSC code in case of Transfer through RTGS.

All the above particulars which form the essential element of this mandate may be duly verified by Banker of the vendor.

4.0 DEDUCTIONS:

In case the contractor fails to execute / perform the assigned works or part thereof, RIS shall be authorized to forfeit the submitted PBG as deemed fit by RIS will be charged to the extent of loss.

5.0 PRICES:

Prices charged by the bidder for services performed under this contract shall not be higher than the prices quoted by the bidder in its Bid.

6.0 SUBCONTRACTS:

The bidder shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in its bid. Such notification, in its original bid or later shall not relieve the supplier from any liability or obligation under the Contract.

7.0 LIQUIDATED DAMAGES:

- (a) The date of start of services specified in the work order should be deemed to be the essence of the contract and the services should be started on that date. Extension will not be given except in exceptional circumstances. Should, however, the service be started after the date specified in the work order, such starting of services will not deprive RIS of its right to recover liquidated damages.
- (b) Should the contractor fail to start services on specified date, RIS shall be entitled to recover liquidated damages to the extent of the difference in charges incurred by RIS in making alternative arrangements along with penalty of **0.5%** per week for the delayed period.

8.0 FORCE MAJEURE:

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

(b) Provided, also that if the contract is terminated under this clause, the purchaser shall be at liberty to take over from the bidder at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as the purchaser may deem fit, except such materials, bought out components and stores as the bidder may with the concurrence of the purchaser elect to retain.

9.0 EXTENSION OF CONTRACT:

RIS will have the right to extend this contract on the same rates, terms & conditions at one time or in spells of lesser time period up to a cumulative maximum period of three years or till an alternative arrangement is made whichever is earlier. Extension beyond three years on the same rates, terms and conditions will be mutually agreed upon.

10.0 TERMINATION FOR INSOLVENCY:

RIS may at any time terminate the contract by giving written notice to the contractor without compensation to the contractor, if the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of RIS.

11.0 ARBITRATION:

- (a) Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy or differences arising out of or related to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (Sixty) days from the date of making of such request.
- (b) Where parties are unable to settle the disputes through conciliation, the same shall be referred to the Director General, RIS for referral of such disputes to a sole arbitrator, to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof, and any notification issued or rules made there under from time to time. The venue of the arbitration proceeding shall be RIS, New Delhi.

12.0 Restrictions on procurement from a bidder of a country which shares a land border with India [Order (Public Procurement No.1) of DOE, Public Procurement Division, No. F.No.6/ 18/2019-PPD, dt. 23.7.2020] and amendments/ clarifications issued subsequently by DOE shall be applicable to this tender.

- I. Any bidder from a country which shares a land border with India will be eligible to bid against this tender only if the bidder is registered with the Competent Authority [Department for Promotion of Industry and Internal Trade (DPIIT)] as specified in Annex-I of Order (Public Procurement No.1) Dated 23.07.2020.

- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this order means:-
- a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An Indian (or other) agent of such an entity; or
 - f) A natural person who is citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- IV. The beneficial owner for the purpose of (iii) above will be as under:
1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

- a) "Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of shares or capital or profits of the company;
 - b) "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.
 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 5. In case of a trust, the identification of beneficial owner(s) shall include

identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

- V. An agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

13.0 Preference to Make in India

- (i) The Provisions contained in Public Procurement (Preference to Make in India) Order, 2017 as amended by OM No. P-45021/2/2017-PP(BE-II) dt.19.07.2024, further as amended from time to time if any, shall be applicable for this tender.
- (ii) The margin of purchase preference applicable is 20% or as decided by the relevant Nodal Ministry for the item from time to time.
- (iii) The minimum local content for Class-I and Class-II local suppliers shall be 50% and 20% respectively or as decided by the relevant Nodal Ministry for the item.
- (iv) Procurements where the estimated value is less than Rs.5.00 lakhs shall be exempt from this order.
- (v) Verification of local content:
 - a) For procurement value upto Rs.10 crores: The Class-I local supplier/ Class-II local supplier at the time of tender, bidding or solicitation shall be obliged to indicate percentage of local content and provide self- certification (as per section 6 (F) that the item offered meets the local content requirement for Class-I local supplier/ Class-II local supplier as the case may be. They shall also give details of the location(s) at which the local value addition is made.
 - (b) For procurement value above Rs. 10 Crores: The Class-I local supplier/ Class-II local supplier at the time of tender, bidding or solicitation shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

Tenderers shall submit Declaration as per Section 6 (F) in their technical bid.

14.0 SET OFF:

Any sum of money due and payable to the bidder (including performance guarantee refundable to him) under this contract may be appropriated by the purchaser and set off the same against any claim of the purchaser for payment of a sum of money arising out of this contract or under any other contract made by the bidder with the purchaser.

15.0 COURT JURISDICTION:

Any dispute arising out of the tender / bid document / evaluation of bids / issue of APO shall be subject to the jurisdiction of the competent court at Delhi only.

-SD-

Director (Finance & Admin.)

Email ID : anil.sharma@ris.org.in

Research and Information System for Developing Countries (RIS)

New Delhi

SECTION – 6

UNDERTAKING & DECLARATION

6(A) FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPEC. OF WORK

(a) Certified that:

1. I / We.....have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
2. If I / We fail to enter into the agreement & commence the work in time, the Bid security (EMD) / Performance guarantee deposited by us will stand forfeited to the RIS.
3. I / We are not blacklisted by GST authorities.

(b) The bidder hereby covenants and declares that:

1. All the information, Documents, Photocopies of the Documents / Certificates enclosed along with the Tender offer are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, RIS reserves the right to reject our tender offer / cancel the LOA / Purchase / work order if issued and forfeit the Bid security (EMD) / Performance guarantee / Bill amount pending with RIS. In addition, RIS may debar the contractor from participation in its future tenders.

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

6 (B) NEAR RELATIONSHIP CERTIFICATE

(Format of the Certificate)

"Whereas, I/we (name of the agency) has submitted bid for I/we hereby submit following declaration that none of my relative(s) as defined in the Tender document is / are employed in RIS as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, RIS shall have the absolute right to take any action as deemed fit / without any prior intimation to me."

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

6 (C) Declaration in respect of no addition / deletion / corrections in downloaded tender (To be submitted in Original on Letter Head of the Applicant/ Bidder)

Whereas, I/we (name of agency) has submitted bid for

..... I/we hereby submit following declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

6(D) Certificate regarding restrictions on procurement from a bidder of a country which shares a land border with India

Certificate for Tenders

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India I certify that this bidder is not from such a country, or if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]

Certificate for Tenders for Works involving possibility of sub-contracting

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

6 (E) DECLARATION OF BLACKLISTED OR CRIMINAL CASE PENDING

(Format of the Certificate)

CERTIFICATE

(to be provided on letterhead of the firm)

I hereby certify that the above firm is neither blacklisted by any Central / State Government / Public Undertaking / others nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in all respects and if at a later date it is found that any details provided above are incorrect, then any contract given to the above firm may be summarily terminated and the firm will be blacklisted.

Date:

Signature of bidder

Place:

Name of bidder

Along with date & Seal

6(F) Local content Declaration & Self Certification as per the Government of India Order towards Public Procurement (preference to Make in India) vide Letter No. P-45021/2/2017-PP(BE-II), (revised) Dated.19.07.2024,

(TO BE PROVIDED ON Rs.100/- NON- JUDICIAL STAMP PAPER)

I _____(Name of the Person(s),S/o _____at

_____(Address), working as _____
(Designation and name of the firm/Company/ partnership/ Joint venture), and I have been authorized to sign the Declaration / Self- Certification on behalf of firm / Company/partnership/ Joint venture do hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the policy of Government towards Public Procurement (preference to Make in India) vide Letter No. P-45021/2/2017-PP(BE-II), (revised) Dated19.07.2024

That the information furnished hereinafter is correct to be of my knowledge and belief and I undertake to produce relevant records before the procuring entity or any authority so nominated for the purpose of assessing the Local Content. That the local content for all inputs which constitute the said equipment has been verified by me and I am responsible for the correctness of the claims made therein.

That in the event of the domestic value addition of the product mentioned herein is found to be incorrect and not meeting the prescribed value addition norms based on the assessment of an authority so nominated for the purpose of assessing the Local Content, action will be taken against me as per the notification P- 45021/2/2017-PP(BE-II), (revised) Dated.19.07.2024

I agree to maintain the following information in the company's record for a period of 8 years and shall make this available for verification to my statutory authority.

The Details of the location(s) at which the local value addition is made

- i. Name and details of the Domestic manufacture
- ii. Date on which this certificate is issued
- iii. Product for which the certificate is produced
- iv. Percentage of local content.

Signed by me at _____ on _____ /2026

Authorized signatory (Name of the Firm entity)

Client Certificate regarding Performance of the Bidder

Sl. No.	Name of Work and Performance Parameter	Assessment by Client Organization
1.	Name of the Organization	
2.	Date of award & Agreement no.	
3.	Date of Commencement of work	
4.	Stipulated date of completion	
5.	Actual date of completion	
6.	Details of compensation / penalty levied, if any.	
7.	Gross amount of work	
8.	Name and Address of authority under whom work executed.	
9.	Comments of capability of Agency i) Financial soundness ii) Mobilization of adequate T & P iii) Mobilization of Manpower iv) General Behaviour	
10.	Did the Bidder go for arbitration? If yes (i) total amount of claim (ii) total amount awarded	
11.	Quality of work (indicate grading) (i) Very Good (ii) Good (iii) Fair (iv) Poor	

(Authorized signatory of Client Organization)

Signature with Rubber Stamp:.....

Name and Designation:.....

SECTION - 7

PROFORMAS

7 (A) Format for the Performance Guarantee

(To be typed on non-judicial stamp paper of appropriate value)

Subject : PERFORMANCE GUARANTEE

Whereas Research and Information System for Developing Countries (hereafter referred to as "RIS") has issued a work order no. Dated/...../20 awarding the work of **"Empanelment of Vehicle Hiring Service at RIS, New Delhi"** to M/s....., R/o (hereafter referred to as "Bidder") and RIS has asked him to submit a Performance Guarantee in favour of Director, RIS of Rs./- (hereafter referred to as "P.G. Amount") valid up to/...../..... (hereafter referred to as "Validity Date").

Now at the request of the Bidder, We Bank Branch having (Address) and Regd. office address as (hereinafter called 'the Bank') agreed to give this guarantee as hereinafter contained:

1. We, "the Bank" do hereby undertake and assure to the RIS that if in the opinion of the RIS, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the RIS the said sum limited to Performance Guarantee amount or such lesser amount as RIS may demand without requiring RIS to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
2. Any such demand from the RIS shall be conclusive as regards the liability of Bidder to pay to RIS or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and RIS regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
4. The Bank further agrees that the RIS shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by RIS against the Bidder and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of RIS or any indulgence by RIS to Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.
5. Notwithstanding anything herein contained;

- (a) The liability of the Bank under this guarantee is restricted to the Performance guarantee amount and it will remain in force up to its Validity date.
- (b) The guarantee shall stand completely discharged and all rights of the RIS under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.
6. In case RIS demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of **"Research and Information System for Developing Countries"** and payable at **"Delhi"**.
7. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place :

Date :

(Signature of the Bank Officer)

(Rubber stamp of the bank)

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

.....

.....

Telephone Numbers

Fax numbers

E-mail ID:

7 (B) For Letter of Authorization for Attending Bid Opening Event
(To be typed preferably on letter head of the company)

Subject. : AUTHORIZATION FOR ATTENDING BID OPENING

I / We Mr./Ms. have submitted our bid for the tender no. RIS/109/2026/4, Dated:- 17/07/2026 in respect of **Tender for Empanelment of Vehicle Hiring Service at RIS, New Delhi** which is due to open on 31/07/2026, at RIS, New Delhi.

We hereby authorize Mr. / Ms. & Mr./Ms..... (Alternative) whose signatures are attested below, to attend the bid opening for the tender mentioned above on our behalf.

.....
Signature of the Representative

.....
Name of the Representative

Signature of Bidder/Officer
authorized to sign
on behalf of the Bidder

.....
Signature of the alternative Representative

.....
Name of the alternative Representative

Above Signatures Attested

Note 1: Maximum of two representatives will be permitted to attend the Bid opening.

Note 2: Permission for entry to the RIS where bids are opened may be refused in case authorization as prescribed above is not received.

Technical Bid**Section – 8 (A)****Agency Details**

1	Name of the Organisation	
2	Name of the Authorised Persons / Proprietor / Head / Manager / Contact Persons of the organization	
3	Phone No.	
4	Mobile No.	
5	Email Address	
6	Website, if any	
7	Address for Communication (with pin code)	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Date:

Contact No.:

Place:

Full Address:

Technical Bid**Section – 8 (B)****List of Self Attested Documents of Identity**

<u>Particulars</u>	<u>Identification No.</u>	<u>Self-Attested</u> <u>Copy Enclosed (Yes/No)</u>
PAN Card		
GST Registration Certificate		
Year of Registration with required documents, in case of proprietor - Shop & Establishment Authorities or equivalent authorities, in case of Partnership- Partnership Deed, in case of Company - Certificate of Registration and Memorandum of Association		

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Date:

Contact No.:

Place:

Full Address:

Technical Bid**Section – 8 (C)****Details of Average Annual Turnover from the Business of Vehicle Hiring Service**

Average Annual Turnover from Business of Vehicle Hiring Service should not be less than Rs.60 lakh during the last three financial years.

<u>Financial Year</u>	<u>Turnover (Rs.)</u>	<u>ITR Enclosed (Yes/No)</u>	<u>Annual Accounts enclosed (Yes/No)</u>	<u>Certificate from CA enclosed (Yes/No)</u>
2025-26				
2024-25				
2023-24				

Note: In case, Accounts for FY 2025-26 is not yet audited, a self-attested turnover statement duly certified by Chartered Accountant supported by documents may be attached.

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Date:

Contact No.:

Place:

Full Address:

Technical Bid**Section – 8 (D)****List & Details of Experience and Turnover from Business of Vehicle Hiring Service**

The Bidder should have experience of satisfactory completion of similar works in the preceding 3 financial years in any of the reputed organisations as follows:

- (i) 3 similar contracts valuing not less than 40% of the per annum estimated value for the group for which you are submitting the tender for Vehicle Hiring Services.

S.No.	Financial Year	Name of the Organisation	Contract Value	Contract document enclosed (Yes/No)	Certificate of successful completion of contract encl. (Yes/No)
1	2025-26				
2	2025-26				
3	2025-26				
4	2024-25				
5	2024-25				
6	2024-25				
7	2023-24				
8	2023-24				
9	2023-24				

OR

- (ii) 2 similar contracts valuing not less than 60% of the per annum estimated value for the group for which you are submitting the tender for Vehicle Hiring Services.

S.No.	Financial Year	Name of the Organisation	Contract Value	Contract document enclosed (Yes/No)	Certificate of successful completion of contract encl. (Yes/No)
1	2025-26				
2	2025-26				
3	2024-25				
4	2024-25				
5	2023-24				
6	2023-24				

OR

(iii) 1 similar contracts valuing not less than 80% of the per annum estimated value for the group for which you are submitting the tender for Vehicle Hiring Services.

S.No.	Financial Year	Name of the Organisation	Contract Value	Contract document enclosed (Yes/No)	Certificate of successful completion of contract encl. (Yes/No)
1	2025-26				
2	2024-25				
3	2023-24				

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Date:

Contact No.:

Place:

Full Address:

Technical Bid**Section – 8 (E)****List of Car and Bus Drivers**

S.No.	Name of the Driver	Association with the organization since when	Driving License No.	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Section – 8 (F)

[illegible]

Financial Bid**Section – 9 (A)**Group (i) For Delhi **FINANCIAL BID****TENDER FOR EMPANELMENT OF VEHICLE HIRING SERVICE AT RIS, NEW DELHI**

Sl. No	Particulars	Airport/Railway Station Pick up & drop (Rs.)	Local trip 4 hrs. or 40 Kms whichever is Earlier (Rs.)	Full day 8 hrs. or 80 kms whichever is earlier (Rs.)	Full day 12 hrs. or 120 kms whichever is earlier (Rs.)	Rate per extra hour (Rs.)	Rate per extra Kms (Rs.)	Night Halting Charges (Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	5-Seater AC Car - Swift Dzire/Etios/CIAZ/Vento/Honda City or Equivalent							
2	7-Seater, AC Car – Innova/Ertiga/Crysta or Equivalent							
3	35-Seater AC Bus							
4	45-Seater AC Bus							
5	12–17-Seater Traveller AC Bus							
6	Volvo Bus 45-Seater AC Bus							

Financial Bid**Section – 9 (B)****TENDER FOR EMPANELMENT OF VEHICLE HIRING SERVICE AT RIS, NEW DELHI Group (ii) For NCR like Noida, Gurgaon, Ghaziabad etc.**

Sl. No	Particulars	Airport/Railway Station Pick up & drop (Rs.)	Local trip 4hrs. or 40Kms whichever is earlier (Rs.)	Full day 8 hrs.or 80 kms whichever is earlier(Rs.)	Full day 12 hrs. or 120 kms Whichever is earlier (Rs.)	Rate per extra hour (Rs.)	Rate per extra Kms (Rs.)	Night Halting Charges (Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	5-Seater AC Car - Swift Dzire/Etios/CIAZ/Vento/Honda City or Equivalent							
2	7-Seater, AC Car – Innova/Ertiga/Crysta or Equivalent							
3	35-Seater AC Bus							
4	45-Seater Ac Bus							
5	12–17-Seater Traveller AC Bus							
6	Volvo Bus 45-Seater AC Bus							

Financial Bid**Section – 9 (C)****TENDER FOR EMPANELMENT OF VEHICLE HIRING SERVICE AT RIS, NEW DELHI****Group (iii) For PAN India .**

Sl. No	Particulars	Airport/Railway Station Pick up & drop (Rs.)	Local trip 4hrs. or 40Kms whichever is earlier (Rs.)	Full day 8 hrs.or 80 kms whichever is earlier(Rs.)	Full day 12 hrs. or 120 kms whichever is earlier (Rs.)	Rate per extra hour (Rs.)	Rate per extra Kms (Rs.)	Night Halting Charges (Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	5-Seater AC Car - Swift Dzire/Etios/CIAZ/Vento/Honda City or Equivalent							
2	7-Seater, AC Car – Innova/Ertiga/Crysta or Equivalent							
3	35-Seater AC Bus							
4	45-Seater Ac Bus							
5	12–17-Seater Traveller AC Bus							
6	Volvo Bus 45-Seater AC Bus							

Date:

Place:

Signature & Seal of the Bidder

Financial Bid**Section – 9 (D)****TENDER FOR EMPANELMENT OF VEHICLE HIRING SERVICE AT RIS, NEW DELHI****Group (iv) For Outstation like Agra / Jaipur / etc.**

Sl. No	Particulars	For Same Day Journey (Rs.)	For One Night (Rs.)	For Two Nights (Rs.)	For Three Nights (Rs.)
(a)	(b)	(c)	(d)	(e)	(f)
1	5-Seater AC Car - Swift Dzire/Etios/CIAZ/Vento/Honda City or Equivalent				
2	7-Seater, AC Car – Innova/Ertiga/Crysta or Equivalent				
3	35-Seater AC Bus				
4	45-Seater AC Bus				
5	12–17-Seater Traveller AC Bus				
6	Volvo Bus 45-Seater AC Bus				

Date:

Place:

SECTION - 10

DRAFT – AGREEMENT

(To be typed on non-judicial stamp paper of appropriate value)

Articles of agreement made and entered in to this day between the **Research and Information System for Developing Countries** and M/s hereinafter referred to as the vendor/contractor.

Whereas the vendor/contractor have contracted with the **Research and Information System for Developing Countries** in respect of “**Tender For Empanelment of Vehicle Hiring Service at RIS Delhi**” vide no. Dated for a period of twelve months w.e.f. to

And whereas the said vendor/contractor have prior to the execution of these presents offered a **Bank Guarantee No. dated** as Performance Guarantee vide which the said has undertaken to pay to the **Research and Information System for Developing Countries** an amount not exceeding **Rs./- (Rupees** **only)** against any loss or damage caused to or suffered by the **Research and Information System for Developing Countries** by reason of any breach of contract by the said vendor/contractor of any terms and conditions contained in this agreement.

Now these presents witness that in pursuance of the said contract it is hereby agreed and declared by and between the said parties to these presents in the manner following.

That if the said vendor/contractor shall execute / perform the works contracted to be performed by them and observe, perform and fulfill the contract entered in, to the satisfaction of the said **Research and Information System for Developing Countries** and also if the said vendor/contractor or their representative shall pay or cause to be paid to the said **Research and Information System for Developing Countries** for the time being all losses, damages, costs and expenses which he or they have sustained / incurred or be put in consequence of the default or failure by the said vendor/contractor for the due performance of the contract or in the execution and completion of the said work or any part thereof, then the above mentioned bank guarantee shall be returned to the said vendor/contractor.

Provided that, it is hereby further declared with true intent and meaning of the parties hereto that if default shall be made by the said vendor/contractor in the performance of the said contract to the satisfaction of the **Research and Information System for Developing Countries** or in making good any losses damages or expenses hereinbefore mentioned or any part thereof, then it shall be lawful for the **Research and Information System for Developing Countries** to claim **Rs./- (Rupees**

..... only) towards the liquidation of the liability of the said vendor/contractor in respect of such default as aforesaid.

And it is hereby declared and agreed that the retention of the cash deposit shall be as and by way to liquidate damages without reference to the relative importance of the particular breach which shall have given occasion for such retention or whether the said **Research and Information System for Developing Countries** may have sustained any ascertainable pecuniary damage thereby or not.

And it is further declared and agreed to between the said parties to these presents that until the completion of the said scheduled works contracted to be executed and performed by the said vendor/contractor to the satisfaction (to be certified as aforesaid) of the **Research and Information System for Developing Countries** for the time being & until the final adjustment of the accounts between the said vendor/contractor & the **Research and Information System for Developing Countries** and payment of the final balance (if any) in connection with said contract, the bank guarantee shall remain in the hands and custody of the **Research and Information System for Developing Countries** for the time being or in any **Treasury** in which they may be lodged by the **Research and Information System for Developing Countries**. In witness where of the said vendor/contractor and the said **Research and Information System for Developing Countries** acting in the premises as aforesaid have set their respective hands and seals the day and year first above written. The terms & condition of **Bid Documents No.** Dated forms the integral part of this agreement.