


Government eProcurement System		eProcurement System Government of India		
		Tender Details		
		Date : 10-Jan-2023 12:23 PM		
		 Print		
<b>Basic Details</b>				
<b>Organisation Chain</b>	The Marine Products Export Development Authority  MPEDA Head Office - Kochi  Publicity - MPEDA			
<b>Tender Reference Number</b>	PMP-IISS/TEN/5/2022-PMP			
<b>Tender ID</b>	2023_MPEDA_734041_1			
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Works	
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2	
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No	
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No	
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No	
<b>Payment Instruments</b>		<b>Cover Details, No. Of Covers - 2</b>		
<b>Offline</b>	<b>S.No</b>	<b>Instrument Type</b>	<b>Cover No</b>	
	1	Demand Draft		
			<b>Cover</b>	
			<b>Document Type</b>	
			<b>Description</b>	
	1	Fee/PreQual/Technical	.pdf	TECHNICAL BID FOR REVISED TENDER TAXI SERVICES ISSS 2023
	2	Finance	.xls	FINANCIAL BID BOQ FOR REVISED TENDER TAXI SERVICES ISSS 2023
<b>Tender Fee Details, [Total Fee in ₹ * - 0.00]</b>		<b>EMD Fee Details</b>		
<b>Tender Fee in ₹</b>	0.00	<b>EMD Amount in ₹</b>	10,000	
<b>Fee Payable To</b>	Nil	<b>EMD through BG/ST or EMD Exemption Allowed</b>	Yes	
<b>Tender Fee Exemption Allowed</b>	No	<b>EMD Fee Type</b>	fixed	
		<b>EMD Payable To</b>	INDIA INTERNATIONAL SEAFOOD SHOW	
		<b>EMD Percentage</b>	NA	
		<b>EMD Payable At</b>	ERNAKULAM	
<a href="#">Click to view modification history</a>				
<b>Work /Item(s)</b>				
<b>Title</b>	TENDER FOR TAXI SERVICES ISSS 2023			
<b>Work Description</b>	REVISED TENDER TAXI SERVICES ISSS 2023			
<b>Pre Qualification Details</b>	Please refer Tender documents.			
	NA			

<b>Independent External Monitor/Remarks</b>					
<b>Show Tender Value in Public Domain</b>	No				
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	Hiring of Vehicles	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work (Days)</b>	1
<b>Location</b>	KOLKATA, WEST BENGAL	<b>Pincode</b>	700105	<b>Pre Bid Meeting Place</b>	VIRTUAL MPEDA HEAD OFFICE KOCHI
<b>Pre Bid Meeting Address</b>	VIRTUAL MEETING HOSTED FROM MPEDA HEADOFFICE KOCHI	<b>Pre Bid Meeting Date</b>	11-Jan-2023 11:00 AM	<b>Bid Opening Place</b>	MPEDA HEADOFFICE KOCHI AND KOLKATA
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	10-Jan-2023 12:30 PM	<b>Bid Opening Date</b>	18-Jan-2023 05:00 PM
<b>Document Download / Sale Start Date</b>	10-Jan-2023 01:00 PM	<b>Document Download / Sale End Date</b>	17-Jan-2023 05:00 PM
<b>Clarification Start Date</b>	10-Jan-2023 02:00 PM	<b>Clarification End Date</b>	17-Jan-2023 12:00 PM
<b>Bid Submission Start Date</b>	11-Jan-2023 12:00 PM	<b>Bid Submission End Date</b>	17-Jan-2023 05:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	TECHNICAL BID FOR REVISED TENDER TAXI SERVICES IISS 2023	529.75

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_771910.xls	FINANCIAL BID FOR REVISED TENDER TAXI SERVICES IISS 2023	288.50

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	mahesh@mpeda.gov.in	Mahesh G	MAHESH GIRIYAPPA
2.	shassi@mpeda.gov.in	SHASSI S	SHASSI SANTHAMMA
3.	gibin@mpeda.gov.in	GIBIN KUMAR	GIBINKUMAR T R

**GeMARPTS Details**

<b>Reason for non availability of GeMARPTS ID</b>	Urgent nature of Procurement
<b>Remarks</b>	URGENT MATTER AS THE SHOW COMMENCING ON FEBRUARY 15
<b>Document Name</b>	FILENOTETAXI10012023.pdf
<b>Document Size (in KB)</b>	683.53

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Show Bids Details</b>	Yes

BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	H	Form Based BoQ	No
<b>Tender Inviting Authority</b>			
<b>Name</b>	DR GIBINKUMAR T R DEPUTY DIRECTOR MP		
<b>Address</b>	MPEDA HEADOFFICE PANAMPILLY NAGAR		
<b>Tender Creator Details</b>			
<b>Created By</b>	GIBIN KUMAR		
<b>Designation</b>	DEPUTY DIRECTOR		
<b>Created Date</b>	10-Jan-2023 11:48 AM		

## TENDER NOTICE

Ref: PMP-IISS/TEN/5/2022-PMP

10/01/2023

### TENDER FOR TAXI SERVICES – IISS 2023

Bids are invited from reputed firms for Taxi Services for INDIA INTERNATIONAL SEAFOOD SHOW 2023 (IISS 2023) jointly organized by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) and Seafood Exporters Association of India (SEAI) to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15<sup>th</sup> – 17<sup>th</sup> February 2023 as per the requirements in the tender document, available on the web site [www.mpeda.gov.in](http://www.mpeda.gov.in) / [www.indianseafoodexpo.com](http://www.indianseafoodexpo.com)

The bid can be submitted in sealed cover in the following address, superscribing **'Tender for taxi services for the IISS2023'**

The Deputy Director  
The Marine Products Export Development Authority  
(Ministry of Commerce and Industry, Govt. of India)  
Regional Division KOLKATA  
5<sup>th</sup> Floor, Tea Board Building,  
14 BTM Sarani (Brabourne Road)  
KOLKATA-700001, WEST BENGAL  
Tel: +91 033 22345908  
E-mail: [ro.kol@mpeda.gov.in](mailto:ro.kol@mpeda.gov.in)

or can be submitted /uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before 17.01.2023 at 5 PM at **Tender for taxi services for the IISS 2023.**

**INDIA INTERNATIONAL SEAFOOD SHOW 2023**

**15<sup>th</sup> – 17<sup>th</sup> FEBRUARY 2023**

**BISWA BANGALA MELA PRANGAN, KOLKATA, WEST BENGAL**

**TENDER FORM**

**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**

(Ministry of Commerce & Industry, Government of India)

**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**

**Phone: + + 91-484- 2321722, 2312812, 2311979**

**Fax: + + 91-484-2312812 / 2313361**

E-mail: pub@mpeda.gov.in

Web Site: <http://www.mpeda.gov.in>

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**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**

(Ministry of Commerce & Industry, Government of India)

**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**

Name of the work	Providing Taxi services for INDIA INTERNATIONAL SEAFOOD SHOW 2023 jointly organized by MPEDA & SEAI scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15 <sup>th</sup> – 17 <sup>th</sup> February 2023 as per Schedule - 1.
Bid Security (Earnest Money Deposit)	Rs. 10,000 (Rs. Ten thousand only) in the form of Account payee DD from any of the nationalized banks, in favour of " <b>INDIA INTERNATIONAL SEAFOOD SHOW</b> ", payable at Ernakulam
Last Date and Time for receipt of Bids	17.01.2023 5 pm
Time and Date of Opening of Technical Bid	18.01.2023 5 pm
Place of Opening Bid	Office of the Deputy Director MPEDA Head Office Kochi

**TENDER DOCUMENT**  
**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**  
**HEAD OFFICE, KOCHI -36**

**TENDER DOCUMENT FOR TAXI SERVICES FOR THE 'INDIA INTERNATIONAL SEAFOOD SHOW 2023' ORGANISED AT BISWA BANGLA MELA PRANGAN, KOLKATA, WEST BENGAL FROM 15<sup>TH</sup> – 17<sup>TH</sup> FEBRUARY 2023**

**A. Introduction**

The Marine Products Exports Development Authority (MPEDA), a statutory body under the Ministry of Commerce and Industry, Government of India and Seafood Exporters Association of India (SEAI) is jointly organising the IISS 2023 (hereinafter referred as "Organisers").

**B. Job Description**

Tenders in prescribed format are invited from reputed taxi service providers/ travel agents for taxi services for '**INDIA INTERNATIONAL SEAFOOD SHOW 2023**' (hereinafter referred as 'IISS 2023'), an international event that showcases the activities and business in the aquaculture and ornamental fisheries sector of the country and abroad, scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15<sup>th</sup> – 17<sup>th</sup> February 2023.

Tender document can only be downloaded from our website **www.mpeda.gov.in**. The last date for submission of tenders is 17.01.2023 at 5.00 PM. The bids shall be opened on **18.01.2023** at 17.00 hours in the presence of the bidder's representative who choose to be present at the office of MPEDA, Regional Division, Kolkata during the evaluation process. **The Technical bid and financial bid should be given in separate sealed envelopes and the bidder will be disqualified if the Technical bid and financial bid were not provided in separate sealed envelopes.** The financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document and scores minimum mark mentioned in the technical bid evaluation.

Tender can also be submitted /uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before **17.01.2023** at 5 PM at **Tender for taxi services for the IISS 2023.**

Those who are meeting the eligibility criteria and are interested to provide taxi service subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.



## **C. Eligibility Criteria**

### **(i) Essential**

1. The bidder shall be Registered firm / organization / travel agent (herein after referred as "Vendor") with a minimum of five years' experience in providing Taxi Services for exhibitions and conferences
2. Vendor should have an average financial turnover of **Rs. 10 lakh** and above during the last three years commencing from 2019-20.
3. The vendor should have provided taxi services for at least three similar programs in last 3 years.
4. The vendor should have a minimum fleet size of 15 vehicles (Innova, Innova crysta/ Toyota Etios/ Honda City/ Suzuki Dzire/ Traveller/ Mini Bus & Fortuner together)
5. The vendor should have audited financial statements (Balance Sheet & Profit & Loss Account) for previous 3 years.
6. The vendor should have GST registration
7. Experience with proof of taxi services provided to the programs of Union/State government/ PSUs/Private Enterprises etc. on various social, service and business meet.

### **(ii) Desirable**

1. Awards / certificates of excellence received, if any.
2. Drivers having Speaking knowledge in English & Hindi

## **D. Terms and conditions**

1. The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of Rs. 10,000 (Rupees Ten thousand only) in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of **INDIA INTERNATIONAL SEAFOOD SHOW** payable at **Ernakulam**. The DD should be kept along with Technical bid envelop.
2. The vendor shall not sublet whole or part of the work to any other agency, in case of award of contract.
3. The vendor shall provide the taxi services, in accordance with the contract to the complete satisfaction of the Organisers.
4. Vendors are advised to understand the magnitude of the job involved before submitting the bids.
5. In case of default on the part of the agency in carrying out any order, apart from the legal remedy, the Organisers shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Organisers and will be deducted by the Organisers from any money due or it may become due to the agency.

6. The decision of the Organisers in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
7. Canvassing in any form by the agency directly or by any other agency / person on their behalf may lead to disqualification of their bid.
8. Please note that falsification/suppression of information shall lead to the disqualification of the vendor.
9. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in appropriate court having jurisdiction in Ernakulam, Kerala.
10. In the event of the vendor committing breach of any of the above terms and conditions or the services of the vendor being found to be unsatisfactory, the contract can be terminated by the Organisers even before the expiry of the period of agreement by giving 5 day's notice to the vendor. Even otherwise, the Organisers will have the right to terminate the engagement of vendor by giving 10 days notice.
11. Bidder should have necessary insurance, approvals from Motor Vehicle Department, municipality and all other concerned departments about safety & serviceability of the vehicles.
12. If there is a requirement of Advance Payment, the schedule of advance payment may please be mentioned explicitly in the Financial bid.
13. **Maximum advance payment is limited to 30% subject to the submission of bank Guarantee for equivalent amount. Remaining 70% would be settled, within one month of submission of bills and other required documents after the show.**
14. **A performance security deposit equal to 3% of the contract value may be submitted in the form of Bank Guarantee favouring India International Seafood Show along with acceptance of work order.**
15. Taxis need to be under the control of Officials designated for transportation authorized by the Organisers.
16. The successful bidder will indemnify the MPEDA and its officials, Organising Committee of IISS 2023 from any untoward instance or accidents during the service period. Any financial expenditure on account of any accidents during the service period will be the sole responsibility of the successful bidder.
17. The Organisers shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
18. The Organisers reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Organisers.

19. The Organisers is under no obligation to accept the lowest or any tender received in response to this tender notice.
20. All vehicles shall be legal and having up to date documents
21. All drivers shall have valid driving license under the concerned category.
22. The vehicles shall have valid insurance coverage
23. Tender document should be signed on all the pages by the Authorised signatory along with seal of the Agency.
24. Resolution of the Company (if the vendor is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company is to be provided.
25. In the event of the vendor committing a breach of the contract the Authority is entitled to receive from the vendor compensation to the extent of loss incurred as determined by the Authority for any loss or damage caused to the Authority besides forfeiture of the EMD.
26. The Vendor would ensure that the driver employed have valid driving license, security check verified and should be educated and properly behaved, properly uniformed and well conversant with the traffic rules/regulations and city roads/routes.
27. The Organisers shall not be responsible for any traffic infringement or infringement of any other law for the time being in force by any driver/vehicle provided by the tenderer. Any penalty/challan/fine for such infringement shall be payable by the tenderer and in no case it shall be payable by the department.
28. The parking charges and toll charges, if any, payable at any place visited by any Officials designated for transportation authorized by the Organisers shall be paid on the spot by the driver of the vehicle. Such parking and toll charges shall be claimed by the tendered party along with the monthly bill raised by them at the end of month (original parking/toll receipts need to be enclosed along with the bills raised). In no case the officer onboard the vehicle at that time shall be asked to pay such charges.
29. The Organisers shall not be responsible for payment of wages and or any other emoluments to the personnel/workers of the tenderer so deployed by the tenderer to work and it shall be the sole responsibility of the tenderer to make payment of the said personnel/workers in time.
30. The Organisers will not be responsible to provide any restroom, canteen, medical and/or transport facility to any personnel of the tenderer.
31. Responsibilities of service provider's and responsibilities of drivers are given at Annexure 1 & Annexure 2 respectively.

## **Selection Method & Criteria**

The Bidding process shall be a two-stage process. Prior to the detailed evaluation of the Technical Bids, MPEDA shall determine whether each bid is

a) Complete

b) Is accompanied by the required information and documents towards Eligibility Criteria and

c) Is substantially responsive to the requirements set forth in the tender document

The evaluation shall be based on the technical and financial parameters. The weightage for the technical parameters shall be 70% and the financial parameters shall be 30%.

a) Technical Weightage (St): The marks scored by the bidder in technical evaluation shall be calculated to 70 points as below:

$St = T \times 0.70$  where T is the Technical score awarded to the bidder as per Technical Evaluation Criteria

b) Financial Weightage (Sf): The marks scored by the bidder in financial evaluation shall be calculated to 30 points as below:

The Commercial scores of all the other proposals will be determined by  $Sf = 30 * Fm/F$  (Fm = Lowest evaluated tender cost, F = value of Commercial proposal under consideration).

c) Final Selection: Proposals will be ranked according to their combined technical (St) and Commercial (Sf) scores. The combined technical and Commercial score shall be calculated as  $S = St + Sf$ .

A bidder must get minimum technical marks of 70 to get qualified for opening of financial bid. If any bidder gets marks less than 70, then that particular bidder will not be eligible for further selection process and its financial bid will not be opened.

The technical evaluation criteria are broadly defined as under. Bidder has to provide documentary proof against each criteria as a part of technical proposal.

## 27. Scoring pattern

No.	CRITERIA FOR EVALUATION	Max Marks (St)	Documents needed
<b>1</b>	<b>EXPERIENCE IN TAXI SERVICES</b>	<b>20 MARKS</b>	1. Company incorporation certificate
a.	3 Years	10	
b.	More than 3 to 5 years	15	
c.	Above 5 years	20	
<b>2</b>	<b>AVERAGE TURNOVER FOR LAST THREE YEARS</b>	<b>20 MARKS</b>	1. Certified balance sheets 2. IT returns
a.	Upto 10 Lakh	10	
b.	11-20 Lakh	15	
c.	Above 20 lakh	20	
<b>3</b>	<b>SIMILAR PROGRAMMES WORKED IN LAST 3 YEARS</b>	<b>20 MARKS</b>	1. Work order copies
a	3 programmes in last three years	10	
b	Above 3 programmes upto 5 programmes	15	
c	More than 5 programmes	20	
<b>4</b>	<b>FLEET SIZE OF VEHICLES (Innova, Innova Crysta/Traveller/ Mini Bus&amp; Fortuner/ Etios/ Honda City/ Suzuki Dzire together)</b>	<b>20 MARKS</b>	1. RC book copies or Vehicle list with registration numbers
a.	15 vehicles	10	
b.	Above 15 and upto 20 vehicles	15	
c.	Above 20 vehicles	20	
<b>5</b>	<b>Age of the vehicles</b>	<b>20 MARKS</b>	1. RC Book copies or Vehicle list with registration numbers
a.	Average age more than 8 years	<b>5</b>	
b.	Average age between 3-8 years	<b>10</b>	
c.	Average age less than 3 years	<b>20</b>	
	<b>TOTAL</b>	<b>100</b>	

## 28. SCHEDULE OF TENDERING PROCESS

The Schedule for the process for selection of taxi services is as follows:

Sl. No.	Milestone	Date
1	Issuance of Tender notice	10.01.2023
2	Pre Bid meeting	11.01.2023
3	Last Date for Online Submission of Bid	17.01.2023 5 pm
4	Date for Opening of Technical Bid (-1)	18.01.2023 5 pm
5	Opening of Financial Bid (-2)	19.01.2023 12 pm

### **How to apply**

Application of agencies/ bidder that fulfill the above criteria only would be considered by the Organisers. Mere accepting the application by the Organisers would not guarantee the award of contract.

The application in sealed envelope superscribed "**Bid for taxi services for the INDIA INTERNATIONAL SEAFOOD SHOW 2023**" along with the copies of the relevant certificates and other specified documents may please be forwarded to the following address on or before 17.01.2023 at 5 pm

THE DEPUTY DIRECTOR  
**MPEDA Regional Division KOLKATA**  
5<sup>th</sup> Floor, Tea Board Building,  
14 BTM Sarani (Brabourne Road)  
KOLKATA-700001, WEST BENGAL  
Tel: +91 033 22345908  
E-mail: ro.kol@mpeda.gov.in

Tender can also be submitted /uploaded through the e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> on or before 17.01.2023 at 5 PM at Tender for taxi services for the IISS 2023.

### **Schedule – 1**

Date	Innova	Innova Crysta	Toyota Fortuner	Traveller/ Mini bus	Toyota Etios/ Hoda City/ Suzuki Dzire	Total
				20 seater		
12-02-2023	0	2	1	0	2	5
13-02-2023	1	2	1	1	2	7
14-02-2023	3	<b>20</b>	1	1	2	<b>27</b>
15-02-2023	5	<b>25</b>	1	1	5	<b>37</b>
16-02-2023	5	<b>20</b>	1	1	5	<b>32</b>
17-02-2023	5	15	1	1	5	27
18-02-2023	1	2	1	1	2	7

### **(ANNEXURE-1)**

#### **SERVICE PROVIDER'S RESPONSIBILITIES**

1. Prompt, Punctual, efficient, safe, courteous and quality are the essence of this service.
2. A team leader/ coordinator shall be arranged/ posted exclusively for coordinating the entire taxi services during the event period and also need to work with the coordinating officer from MPEDA for smooth implementation of the taxi services.
3. The Cars to be deployed for duty should be [a] in very good condition, clean interior with good upholstery.
4. Service provider shall ensure that the coordinator and the drivers has taken necessary Covid vaccination.
5. The service provider will provide model 2019 or later model commercially registered vehicles for the above duty.
6. The service provider has to make his own arrangement to procure fuel, lubricants, consumable items etc.
7. In the event of any breakdown, servicing and repairs [mechanical & body] etc. of vehicles, the service provider at his own cost shall make alternate arrangement by similar class of vehicles for which agreement is entered into. Failure to do so will evoke penalty clause.
8. The service provider shall provide at his own cost proper uniform and photo identity cards to the drivers.

9. The vehicles provided by the service provider should have valid RC, Full comprehensive insurance to cover third party and occupants, fitness certificate, PUC, Road Tax, permit etc., and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies for the operations of the vehicles, and must be revalidated before the expiry of the due date during the tenure of the contract period.
10. The service provider shall take comprehensive insurance with third party unlimited liability risk of the vehicles detailed for the Organisers. The Organisers shall not be liable for any damages whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of contractor's vehicle by the Organisers.
11. The service provider shall be solely responsible for any claims by any third party and/or employees of THE ORGANISERS travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
12. The service provider shall furnish such statements related to deployment of vehicles, drivers etc. to representatives of the Organisers as and when called for.
13. The service provider shall be responsible for the acts and deeds of drivers of the vehicles.
14. The Organisers will in no way be responsible for violation of traffic rules and/or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The service provider shall comply with relevant rules and regulations of Motor Vehicles Act applicable at present and, as may be enforced from time to time.
15. The service provider shall ensure that the vehicles deployed by him are maintained well, cleaned thoroughly both internally and externally, boot kept clear off dust, rubbish, oil and any personal belongings of the driver.
16. Hygienic condition must be maintained inside the vehicles at all times and shall be subjected to periodic inspection by the representatives of the Organisers.
17. The service provider shall not transfer or assign or sub let any part of the service once agreed or any share or interest here in any manner or degree directly or indirectly to any person, firm or corporation whatsoever.
18. The service provider shall be personally responsible for any theft, dishonesty and/or disobedience on the part of drivers/helpers so provided by him.
19. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk.
20. The cars deployed for duty for the Organiser shall at no point of time carry any person other than personnel authorized by the Organiser. The service provider has to ensure the safety of passengers by avoiding negligent driving



by their drivers such as over speed, rash driving, and driving vehicle without brakes/defective brakes.

**(ANNEXURE-2)**

**DRIVERS RESPONSIBILITIES**

1. The drivers/staff of the vehicles deployed for organiser duties should maintain polite & courteous behavior towards users as well as to staff.
2. Drivers should be neatly and properly dressed in uniform.
3. Drivers should have valid commercial driving licenses at least three years old.
4. The driver should not be under influence of liquor or any other intoxicants or smoke while on duty. In the event of such happenings, the driver will have to be removed from services and any damages caused by such contractor's employees will be totally borne by the contractor.
5. Any complaint from the users/staff of the Organisers with respect to their behavior/ uniform will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action.

**Technical Bid**

**Last date for receipt of application is upto 17.01.2023 at 17.00 hours**

**From**

.....  
.....  
.....

**To**

THE DEPUTY DIRECTOR  
**MPEDA Regional Division KOLKATA**  
5<sup>th</sup> Floor, Tea Board Building,  
14 BTM Sarani (Brabourne Road)  
KOLKATA-700001, WEST BENGAL  
Tel: +91 033 22345908  
E-mail: ro.kol@mpeda.gov.in

No.	Particulars	Details to be filled in by the Agency
1.	NAME	
2.	REGISTERED OFFICE	
3.	NEAREST OFFICE BRANCH IF ANY IN KOLKATA	
4.	CONTACT PERSON	
5.	ADDRESS	
6.	PHONE	
7.	MOBILE	
8.	EMAIL	
9.	YEAR OF INCORPORATION	
10.	PAN CARD (Copy to be attached)	Yes / No
11.	INCOME TAX RETURNS (Copies to be attached)	Yes / No
12.	SERVICE TAX REGN (Copies to be attached)	Yes / No

13.	TIN REGISTRATION (Copy to be attached)	Yes / No
14.	TURN OVER 2018-19	
15.	TURN OVER 2019-20	
16.	TURN OVER 2020-21	
17.	TURN OVER 2021-22	
18.	AUDITED BALANCE SHEET LAST 3 YEARS (Copies to be attached)	Yes / No
19.	COMPANY REGISTRATION CERTIFICATE (Copy to be attached)	Yes / No
20.	PROGRAMS DONE BEFORE (NOS) (Work order copies to be attached)	Yes / No
21.	EXPERIENCE WITH GOVT/ PSU/ MPEDA PRIVATE (Work order copies to be attached)	
22.	NO OF BRANCHES IN INDIA	
23.	AWARDS/ QC CERTIFICATIONS (Copies to be attached)	Yes / No
24.	CLIENTELLE (give the list)	Yes / No
25.	Any other relevant information	
26.	<b>Verification</b> - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Organisers.	

**Name & Signature of authorized signatory**

**Date:**

**Name & Seal of Agency**

**Financial Bid**

**(If applying through E- Procurement website rates may not be mentioned in this form)**

**Last date for receipt of application is upto 17.01.2023 at 17.00 hours**

**From**

.....  
.....  
.....

**To**

THE DEPUTY DIRECTOR  
**MPEDA Regional Division KOLKATA**  
5<sup>th</sup> Floor, Tea Board Building,  
14 BTM Sarani (Brabourne Road)  
KOLKATA-700001, WEST BENGAL  
Tel: +91 033 22345908  
E-mail: ro.kol@mpeda.gov.in

I/We have read and examined the documents relating to the Taxi Services for INDIA INTERNATIONAL SEAFOOD SHOW 2023 scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15<sup>th</sup> – 17<sup>th</sup> February 2023.

	<b>Details</b>	<b>Rate for 100 km/15hrs</b>	<b>Extra Km rate</b>	<b>Extra Hour rate</b>	<b>Night Halt rate</b>
1.	Innova				
2.	Innova Crysta				
3.	Suzuki Dzire/ Toyota Etios/ Honda City				
<b>4.</b>	Fortuner				
5.	20 seat Mini bus/ traveller				

1. Price to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mis-match in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The Vendor agrees that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL : Rs. \_\_\_\_\_ (In words) \_\_\_\_\_

6. Taxes if any. \_\_\_\_\_

GRAND TOTAL: Rs. \_\_\_\_\_ (In words) \_\_\_\_\_

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organisers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF THE VENDOR: .....

NAME AND.....

ADDRESS....

.....

STATUS OF THE

SIGNATORY.....

Place:

Date:

(SEAL)