

Indian Council of Social Science Research
NEW DELHI

F. No. A-2011(2022)/1/2024-ADMIN-DIV

Date: - 09.01.2026

NOTICE INVITING TENDER

Sealed tenders are invited on behalf of Administrative Officer, ICSSR from the reputed agencies for providing Taxi services to the Council. The same may be deposited in the Tender Box kept in the Reception, ICSSR, Aruna Asaf Ali Marg, New Delhi-110067 not later than **14 days from the date of publication of the advertisement (i. e. upto 17:00 Hrs, 23.01.2026)**. Tenders received after stipulated date and time will not be entertained. The tenders will be opened on **27/01/2026 at 02:00 PM** in the chamber of Administrative Officer. Representative of the firms, if so desire, may be present at the time of opening of tenders. It may be noted that the duty point would be ICSSR or any other place intimated from time to time. The mileage and time for payment will be considered from Garage to Garage subject to a restriction of maximum of 03 kms of distance between ICSSR and Garage. In case agency is already providing the vehicles on hiring basis to any other Ministry/Department/University of the Central/State Government, details thereof may also be furnished along with tenders.



A.O., ICSSR

डा० आशीष देवलिया / Dr. Ashish Deolia
प्रशासनिक अधिकारी / Administrative Officer
भा.सा.वि.अ.प. / I.C.S.S.R.
शिक्षा मंत्रालय / Ministry of Education
अरुणा आसफ अली मार्ग, नई दिल्ली-110 067
Aruna Asaf Ali Marg, New Delhi-110 067

Terms and Conditions for hiring of DLY Taxis

1. The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be travelled in Delhi/NCR and should not be more than 4 years old.
2. The contractor should be able to provide AC/Non-AC DLY Taxis at a short notice / (within 01 hour). For regular requisitions the taxi must reach the destination 10 minutes in advance. The Vehicles can also be requisitioned on Saturday/Sunday/holidays as well.
3. The contractor must ensure that all necessary documents as per rules must be available with the driver being deployed for duty viz DL, PUC, Vehicle Registration Certificate, Insurance papers, Permits, Fast Tag etc. as required.
4. The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
5. The driver engaged should be broadly aware of the major route of Delhi/ NCR.
6. The Vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
7. In case of any break-down while on journey, alternative arrangement shall have to be made by the contractor immediately failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
8. The bidder should have the ownership of at least 05 DLY Taxis. The bidders are advised to read the instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions without deviations. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated for consideration.
9. Rates should be quoted as per Annexure -I. Cutting / overwriting to be avoided.
10. The successful tenderer will have to submit ₹ 11,000/- for Performance Guarantee within 15 days after award of the contract. The Performance Security Deposit will be refunded to the contractor within ninety (90) days from the date of completion of the contract period. The Performance Security will be forfeited for breach of any of the terms/conditions of this tender enquiry, or if it is found at any time during the contract period that services provided by the firm are poor, deficient, or unsatisfactory. The decision of the Council in this regard shall be final and binding on the firm.

11. Billing will start from and end with garage/taxi stand or designated place subject to restriction of 03 kms distance between stand/garage and ICSSR. All vehicles must proceed to the destination. Vehicle may also directly report to the designated person, if instructed so by the Council, where meter reading from the garage/taxi stand should be got noted from the user. Toll tax, entry tax, and permit fee for crossing border if any, parking charges will be borne by the Council for which the original receipts should be submitted.
12. No advance payment will be paid by the Council. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle.
13. If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
14. At time, ICSSR may need additional Number of vehicles on specific days in connection with any conference/ meeting. The Contractor should be responsible to arrange for additional demand of Taxi and such additional vehicles should be supplied at the same rates and conditions.
15. The contract will be valid for One (01) year from the date of award the contract and extendable by mutual consent of the parties as per GFR. No request of hike in approved rates for supply of DLY Taxis will be entertained during the period of contract for any other reason whatsoever.
16. **Risk Hire Clause:** In case contractor fails to supply the requisite number of vehicles, this office reserves the right to hire the DLY Taxis from other Taxi Stands at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered equally from the firm.
17. If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the Contract, the ICSSR shall have the right to forfeit the EMD or the performance security, deposited by the bidder.
18. **PENALTY CLAUSE:** In the event of Contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the ICSSR the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.

19. Compensation and connected expenses, whatsoever, in case of any unforeseen casualty shall be borne/paid by the firm.
20. Tenderers shall also submit photocopy of the valid GST certificate, and PAN, along with copies of RC of all the vehicles registered in the name of the transport firm.
21. Contract can be terminated without any notice in case of violation of any clause of the contract agreement such as failure to provide required vehicle, poor quality of vehicles, inadequate or untrained manpower provided or any other violation, wages not paid to the workers or paid less than minimum wages applicable under the Act. In case the contractor wants to discontinue the work, they will have to serve one month's clear notice for termination of the contract.
22. Decision of Competent Authority of the ICSSR regarding acceptance or rejection of a tender will be final and binding
23. Contractor will ensure that all protocols, precautions and guidelines for maintaining health sanitization and hygiene conditions in the vehicles/driver/s, as issued by the Govt and ICSSR authorities to prevent spread of Covid19/SARS Cov2 /any other virus/pandemic are followed without fail at its own cost.
24. The taxies requisitioned for local running would include areas of National Capital Region i.e. NOIDA, Gurgaon, Faridabad, Ghaziabad etc. For local running, night charges are not payable. Night Halt Charges are payable only for outstation trip.
25. The rates quoted by the service provider should be inclusive of driver charges, fuel, maintenance and all other costs/components.
26. The Contractor/service provider will submit/raise bills along with the User Officer Certification Slip certifying the Kms reading and time of usage. The Contractor shall ensure that Duty Slip is properly filled up and has all the details to verify the claimed KMs, amount, etc.
27. ICSSR reserves the right to ask and require the contractor to remove any Contractor's Employee deployed by the Contractor in the vehicle provided to the ICSSR, without assigning any reason/notice therefore.
28. All the hired vehicles shall fully comply with vehicle fitness requirements in the State of Delhi/NCR, and all provisions of the Motor Vehicles Act, 1988 and latest updated rules made there under including other instructions/requirements issued/specified from time to time.
29. The vehicles being provided should be authorized to be used as taxi and should have proper permission of the areas to be traveled in Delhi NCR/out-side of Delhi NCR.

Format in which tenders are to be submitted for DLY Taxis

S.No.	Particulars of AC cabs	Sedan (Amaze/Dzire/Xcent or equivalent (Rs.)	SUV (Ertiga/ Brezza/ Sonet/Seltos or equivalent (Rs.)	Premium MUV (Innova/Innova Crysta or equivalent (Rs.)
1.	Up to 20 Kms or less than 04 hour			
2.	21 to 40 kms or 04 hours			
3.	41 to 80 KMs or 08 hours			
4.	Per KM Rate for extra kms			
5.	Per Hour rates for extra hours			
6.	Night charges for out station			
7.	Driver Allowances for out station			
8.	ICSSR – IGI Airport			
9.	IGI Airport –ICSSR			

*The rates would be finalized according to the calculated average rate.

Annexure II

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(on Company Letterhead)**

**Format of Bid Security Declaration from bidders in lieu of Earnest Money Deposit / Bid
Security
(On Bidders' Letter Head)**

I /We, the authorized signatory of M/s _____, participating in the
subject Tender No: _____, for the job of _____, do hereby declare that in the event:

I / We withdraw / modify our bid during the period of bid validity

OR

I/We commit any other breach of tender conditions/ contract which would have otherwise attracted
forfeiture of EMD

OR

I / We fail to / refuse to initiate the execution of the awarded Contract as per the terms of the
Contract

then I / We could be suspended from being eligible for bidding / award of all future tender(s) for a
period as applicable under GFR.

Signature and seal of authorized signatory of bidder

Name of authorized signatory: _____

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH (ICSSR)

Aruna Asaf Ali Marg, New Delhi-110067
Ph-011-49979700

NOTICE INVITING TENDER

F. No. A-2011(2022)/1/2024-ADMIN-DIV

Dated:09.01.2026

Sealed tenders are invited from agencies for providing DLY taxi services to ICSSR. The tender, superscribed "Tender for Hiring of Taxis", must be deposited in the Tender Box at ICSSR Reception within 14 days of publication, up to 11:00 AM. Tenders will be opened on 23.01.2026 at 02:00 PM in the Administrative Office, ICSSR.

Detailed terms and Conditions are available at www.icssr.org.

A.O., ICSSR

भारतीय सामाजिक विज्ञान अनुसंधान परिषद (आईसीएसएसआर)

अरुणा आसफ अली मार्ग, नई दिल्ली-110067
फ़ोन-011-49979700,

निविदा आमंत्रण सूचना

फ. संख्या A-2011(2022)/1/2024-प्रशासन-विभाग

दिनांक: 09.01.2026

आईसीएसएसआर को डीएलवाई टैक्सी सेवाएँ प्रदान करने हेतु एजेंसियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं। निविदा, जिस पर "टैक्सी किराए पर लेने हेतु निविदा" लिखा हो और प्रकाशन के 14 दिनों के भीतर, सुबह 11:00 बजे तक आईसीएसएसआर रिसेप्शन पर निविदा बॉक्स में जमा करनी होगी। निविदाएँ 23.01.2026 को दोपहर 2:00 बजे प्रशासनिक कार्यालय, आईसीएसएसआर में खोली जाएँगी। विस्तृत नियम और शर्तें www.icssr.org पर उपलब्ध हैं।

प्रशासनिक अधिकारी, आईसीएसएसआर