



सीएसआईआर-सरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
सीएसआईआर रोड, तरमणी, CSIR Road, Taramani,
चेन्नै Chennai 600 113

GeM TENDER DOCUMENT

2026-2027

**“PROVIDING DIFFERENT CATEGORIES OF VEHICLES
AS PER REQUIREMENT FOR DAY-TODAY
TRANSPORT SERVICES”
FOR CSIR-SERC, TARAMANI, CHENNAI**

CSIR-SERC, CSIR Road, Taramani, Chennai – 600 113.

☎ : 2254 9100, 2254 9101, 2254 9102

Website : www.serc.res.in

✉ : admoff@serc.res.in

अनुक्रमणिका INDEX

क्र.सं Sl No	विवरण Description	पृष्ठ सं. Page No.
1.	Notice Inviting E-Tender	3-4
2.	Schedule For Submission and Opening of Bids	5
3.	Instruction To Bidders	6
4.	General Terms and Conditions	7-13
5.	Declaration by the tenderer	14
6.	Model Response format for Technical Bid	15-16
7.	Annexure I: Proforma for Bid Security Declaration	17
8.	Annexure II: No Relation Certificate	18
9.	Annexure III: Work Completion Certificate	19
10.	Annexure IV: Non Disclosure agreement	20
11.	Model Agreement	21-27



सीएसआईआर-सरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
सीएसआईआर रोड, तरमणी, CSIR Road, Taramani, चेन्नै Chennai 600113

File No: A2(1718)/2026/GL

29.07.2026

NOTICE INVITING E-TENDER

CSIR-SERC a constituent unit of Council of Scientific & Industrial Research an Autonomous Organization under the Ministry of Science & Technology, Govt. of India is a premier R & D Laboratory. Director, CSIR-SERC Chennai solicits bids under two bid system (Technical & Price bid) through GeM Portal (www.gem.gov.in) from Chennai based, experienced, well established and registered Transport Service Providers for the following work at CSIR -SERC, Taramani Chennai:

Name of work	Estimated Value (Rs.)	Bid Securing Declaration (Rs)	Validity of contract
Providing different categories of Vehicles as per requirement for day-to-day transport services at CSIR-SERC Taramani, Chennai-113	20 Lakhs	Bid Securing Declaration to be submitted* (Annexure I)	Two years

*Tenders submitted without Bid Securing Declaration will be summarily rejected.

The contractor should have executed atleast one work of Providing different categories of Vehicles as per requirement for day-to-day transport services of annual value of Rs. 8 lakhs (80% of Annual Estimated Value) or two works of Providing different categories of Vehicles as per requirement for day-to-day transport services of annual value of Rs. 5 lakhs (50% of Annual Estimated Value) each or three works of Providing different categories of Vehicles as per requirement for day-to-day transport services of annual value of Rs. 4 lakhs (40% of Annual Estimated Value) each during last three financial years (i.e 2023-24, 2024-25 & 2025-26) in major institutions like Scheduled Banks / Insurance Companies / Central or State Government Departments / Public Sector Undertakings/ CSIR labs / Large Industrial / Educational Campuses / reputed private bodies.

The works completed **during last three financial years (i.e 2023-24, 2024-25 & 2025-26)** will be considered. **Running contracts will not be considered.**

Copy of Work completion certificate will only be accepted as proof of work experience and other documents such as work order, agreement, self-attested copy etc. will not be accepted. There should not be any adverse remarks/ratings in the work completion certificate produced by the bidder otherwise the certificate will be rejected. **The Work Completion Certificates submitted for evaluation should clearly mention the Contract value and contract period (As per Annexure III)**

The contractor should enclose the Bid Securing Declaration (Annexure I) along with Tender document. Tenders submitted without Bid Securing Declaration will be summarily rejected.

The bid should be submitted in the portal at <https://www.gem.gov.in> only. **No manual bids will be accepted.**

CSIR-SERC, Chennai may issue addendum(s)/corrigendum(s) to the tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on CSIR-SERC website www.serc.res.in / <https://www.gem.gov.in> at least three days in advance of date fixed for opening of tender. The bidders must visit the website and ensure that such addendum(s) / corrigendum(s) (if any) is also downloaded by them. Such addendum(s) / corrigendum(s), if any, is also to be submitted, duly stamped and signed along with the submission of the tenders. Any tender submitted without the addendum(s) / corrigendum(s), if any, is liable to be rejected.

It may be noted that if any information furnished by the contractor is found to be incorrect at a later stage, he shall be liable to be debarred from tendering.

The Director, CSIR-SERC reserves the right to accept or reject any or all the tenders without assigning any reason thereof and his decision shall be final and binding.

Sd/-
Administrative Officer
CSIR-SERC

SCHEDULE FOR SUBMISSION AND OPENING OF BIDS: -

<u>Sl No</u>	<u>Activity</u>	<u>Due Date & Time</u>
1	a) Technical Bid b) Price Bid	As per GeM Portal
2	Opening of Technical Bid	
3	Opening of Price Bid	

Note: CSIR – SERC may at its discretion, extend/change the schedule of any activity and intimate the bidders through the GeM portal.

INSTRUCTION TO BIDDERS

1. Transport Service Provider shall mean the Bidder (including its employees / consultants and subcontractors) who will be awarded a contract hereunder or named in the Contract with CSIR-SERC to furnish employee transport services from scheduled pick-up and drop points.
2. Drivers are employees of the Transport Service Provider who are appropriately licensed for the vehicle being driven and who are in full compliance with all legal, safety, courtesy, and professional standards.
3. Missed Trip shall mean an occurrence when the vehicle arrives more than 10 minutes but less than 15 minutes after the scheduled pick-up time and the CSIR-SERC does not appear or chooses not to take the trip.
4. On-time Pickup for services shall mean a vehicle shall be on-time if it arrives at the designated pickup location not more than 5 minutes prior to the scheduled pickup time or not more than 5 minutes after that time.
5. Service Delivery Failure shall mean an occurrence when the vehicle does not arrive at the pickup location within 15 minutes after the scheduled pick-up time regardless of whether the passenger is picked-up and transported or chooses not to take the trip.
6. Vehicle Service Hour shall mean any sixty minute increment of time a vehicle is available for transport within CSIR-SERC established hours of service. A vehicle is available for transport from the time it arrives at its first pick-up address and ends when it has completed its last passenger drop-off.
7. The vehicle service provider should be responsible for providing all the categories of vehicles to CSIR-SERC as and when necessary, in default.

GENERAL TERMS AND CONDITIONS

1. The contractor should have executed atleast one work of Providing different categories of Vehicles as per requirement for day-to-day transport services of annual value of **Rs. 8 lakhs (80% of Annual Estimated Value)** or two works of Providing different categories of Vehicles as per requirement for day-to-day transport services of annual value of **Rs. 5 lakhs (50% of Annual Estimated Value)** each or three works of Providing different categories of Vehicles as per requirement for day-to-day transport services of annual value of **Rs. 4 lakhs (40% of Annual Estimated Value)** each during last three financial years (i.e 2023-24, 2024-25 & 2025-26) in major institutions like Scheduled Banks / Insurance Companies / Central or State Government Departments / Public Sector Undertakings/ CSIR labs / Large Industrial / Educational Campuses / reputed private bodies.
2. **Copy of Work Completion Certificate** issued should be uploaded as the proof of experience.
3. The bidder / Company / Firm / Agency should have a GST certificate issued by the competent Authority as applicable (Copies to be uploaded in the GeM portal).
4. The bidder should have registered office with full infrastructure in Chennai (Proof to be uploaded). The bidder can be a proprietor / a company / a partnership firm.
5. The vehicles shall be commercial vehicles in very good running condition not older than 5 years on road which may be ascertained by CSIR-SERC, from time to time.
6. The Travel agency should provide only tourist cars with **yellow/green number plate**. No private car will be accepted. The contractor is required to comply with all the statutory requirements as applicable for operation of such vehicles in the state of Tamilnadu and across in India.
7. The Travel agency shall provide the copies of the Registration Certificates obtained from appropriate authorities for operating the Taxi services (Copies to be uploaded in the GeM portal).
8. Vehicles fitted with GPS tracking facility will be preferred by CSIR-SERC, and the report of the same may be provided by the travel agency to CSIR-SERC whenever required (desirable).
9. The Dead mileage for reporting to the point of pickup and from point of last drop will be allowed at actuals or maximum of 6 kms each way per day for duties within the city. However, for Airport / Railway Station to Chennai pick up and drop it will be at actuals.
10. The actual car parking charges/ Toll charges incurred at Airports/Railway Stations or any other places will be reimbursed on production of actual receipt without corrections or overwriting along with bills.
11. While calculating the total rate for particular trip, the rates will be restricted to minimum hours / per km rates, whichever is less.

12. The Travel agencies shall always comply with all the provisions of the Motor Vehicle Act as in force from time to time for running of vehicles as taxi and shall always possess valid documents viz., Registration Certificate, Insurance Certificate, PUC Certificate, Fitness Certificate, Proof of Road Tax paid, permit for operating the vehicles as taxi etc., The vehicle insurance, emission clearance certificate and all other records pertaining to the vehicle shall be up to date. The vehicles supplied/provided should be owned/ hired by the Agency and have valid documents including tax permit, insurance, FASTag etc.
13. Punctuality in providing the vehicles either at CSIR-SERC premises or at any other informed places is the essence of the Contract. For any deviations/delay, CSIR-SERC reserves the right to take suitable action, which may include termination of the contract.
14. The contractor shall provide vehicles as per requirement of the Institute.
15. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
16. The required vehicles should be provided 24x7 by the Travel Agency.
17. The Travel agency will have to provide the replacement of driver in case of any eventuality. The Institute has the right to ask the Travel agency for removal of any driver, who is not found competent or disciplined.
18. The Travel agency shall not employ any person who has not completed eighteen years of age.
19. The Travel agency shall replace taxi in case of a breakdown while in operation within 30 minutes from the time of reporting breakdown in the case of Local Trip. However, in the case of outstation trip, alternate arrangements shall be made at the quickest possible time. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Travel Agency.
20. The Institute will be under no legal obligation to provide employment to any of the personnel of the Travel agency and the Institute recognizes no employer-employee relationship between the Institute and the personnel deployed by the Travel agency.
21. Any person who is in Government service or an employee of this Institute should not be made partners to the contract by the Travel agency directly or indirectly in any manner whatsoever.
22. The bidders should submit "Bid Security Declaration" as per Annexure I under letter head of the Travel agency/ firm.
23. The approved Travel agency should be ready at short notice, to supply the requested vehicles at normal approved rates during important occasions of CSIR-SERC such as Research Council Meetings, Management Council Meetings, Visit of High Dignitaries like Foreign Delegations, Ministers, etc.

24. CSIR-SERC shall be completely free from any liability whatsoever, in the event of any accident while the vehicle is engaged under the contract. The Travel Agency will be fully and exclusively responsible for any damages to his vehicle / property / death / bodily injury to his crew members or any other person in his employment or unauthorized persons travelling in the vehicle, including any third-party claim. The Travel agency shall indemnify CSIR-SERC against any such claim / compensation.
25. The Travel agency shall also be solely responsible for any consequences under the law, arising out of any accident caused by his vehicles to the property or personnel of CSIR-SERC / third party including death / permanent injury. Travel Agency shall reimburse on demand the compensation / damages, if any, sustained by CSIR-SERC / third party on this account.
26. In case of accidents, the Travel Agency has to take full responsibilities for Insurance claim etc., and this Institute or its employees will not take any responsibilities whatsoever.
27. The Travel agency will comply with / obey / abide by the provisions of the labour laws which are in force such as Contract Labour (Regulation and Abolition) Act 1970, Contract Labour (Regulation and Abolition) Central Rules 1971, Workmen's compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986, Minimum Wages Act, 1948, Minimum Wages (Central) Rules 1950, Payment of Wages Act 1936, Employees Liability Act 1938, or the modifications thereof or any other laws relating thereto and the rule made thereunder and their amendments made from time to time.
28. The successful bidder is required to furnish performance security of **5% of the estimated value ie. Rs. 1,00,000/- (One lakh only)** by way of Demand Draft / Fixed Deposit Receipts (conditions apply) in favour of The Director, CSIR-SERC, Chennai within 15 days, if selected. The Performance security will be valid for 26 months from the date of award of work. The Performance security will be returned within 60 days on successful completion of the contract.
29. The Travel agency shall ensure that the vehicle is filled with sufficient fuel for performing assigned duties and is in good running condition before it reports for duty of CSIR-SERC. Fueling of vehicle shall be carried out prior to reporting for duty. Necessary fund should be available with the driver to pay any parking charges, toll tax, charges for minor nature of repair works etc. The vehicle deployed for CSIR-SERC duty must have FASTag pasted visibly on the windshield and must have sufficient account balance for Toll charges.
30. Logbook / Trip sheet must be maintained for the journey performed duly indicating therein opening / closing kilometer reading and starting/closing time along with Date of journey.
31. Full name and signature of the official who performed the journey should be obtained in Trip sheet with date, without which, the bill will not be entertained.
32. The Travel Agency should provide the PLACARD of CSIR-SERC to the driver for pickup of the officials at Airport / Railway Station etc.
33. The Travel Agency should transport equipment's / luggage's of passengers when and where required and no separate charges towards these should be claimed by the agency

from CSIR-SERC.

34. The Travel Agency should send SMS/ Whatsapp /e-mail to the Indenting officer the following information while booking the vehicle well in time before reporting at the designated point:
 - i) Driver's Name and Mobile Phone no.
 - ii) Vehicle Details – Registration no.
 - iii) Pick up date and time & Place of visit etc.
35. The driver of the vehicle assigned for duty shall always wear neat and clean uniform (Preferably White & White) and hold a valid driving licence and abide by all the rules laid down by the Transport authority or any other authority relevant to the subject and should always strictly follow the traffic rules and regulations, so as to ensure the safety of the passengers. Knowledge in English/Hindi will be an advantage.
36. The driver must have a mobile phone available with him for smooth coordination and service execution and the same should be always in working condition and no separate charges shall be paid by CSIR-SERC for the same.
37. The driver should be well behaved and punctual while on duty. They should never be in an intoxicated state or smoking. The Travel agency shall be required to change/replace the drivers in case not found suitable by CSIR-SERC on request.
38. The driver should extend all normal courtesy such as greeting, opening/closing of door etc. towards the user and should present themselves for duty in a good appearance.
39. Any violation of driver's condition as above, any incidences of accidents/incidents, misbehavior with CSIR-SERC Official(s), Guests, Statutory Authority and others will be viewed seriously and CSIR-SERC reserves right to take suitable action which may include termination of contract.
40. In case of local as well as outstation journeys, the cost towards the food and accommodation of the driver shall be borne by the agency and no separate charges towards these should be claimed by the agency from CSIR-SERC.
41. The Travel agency is responsible to meet the requirements such as interstate permit, toll fee etc. whenever the vehicle is allotted out station duty. The driver of the vehicle proceeding on outstation duty should be provided with sufficient money to meet the cost of petrol/diesel, interstate permit charges and any unforeseen expenses while on outstation duty. Photocopies of the documents related to the vehicle should be available in the respective vehicle while the vehicle is deputed on duty for CSIR-SERC.
42. The contract shall be valid for a period of two (2) years from the date of commencement of the contract.
43. Either party can terminate the Contract before expiry of the contract, after giving One month notice in writing without assigning any reason. However, the Director, CSIR-SERC,

Chennai reserves the right to terminate the Contract, if the travel services rendered by the Travel agency is not found to be satisfactory at any time during the tenure of the Contract.

44. The bills should be submitted by the agency on a weekly basis. In any case, the bills should be submitted within **thirty days** of the completion of the journey by the touring official. In any case, CSIR-SERC is not liable to settle the bill, if it is not submitted within the prescribed period.
45. Payment will be made by e-payment through RTGS/NEFT. The bill will be settled within reasonable time from the date of receipt of the bill from the travel agency, if the bill is in order.
46. The charges quoted in the tender shall be inclusive of all charges including overhead charges like fuel, taxes, Insurance, Payment to drivers, vehicle maintenance, office overhead etc., but shall not include GST.
47. The successful bidder (L1) may submit the following documents / information at the time of award of contract:
 - i) Total No. of vehicles, types of vehicles and make, model, year of vehicles owned/ controlled by the Firm /Company/ Agency.
 - ii) Total No. of Drivers with the Firm/Company/ Agency.
 - iii) Registration numbers of the vehicles proposed by the Tenderer to be supplied.
48. Price Variation Clause - No request of the Travel Agency towards enhancement of the approved rates or charges of vehicle will be entertained by CSIR-SERC during the currency of the contract period unless market rate of 1-liter/kg petrol/diesel/CNG increased by more than 20% of that of the rate of 1-liter/kg petrol/diesel/CNG on the date of agreement. In that case initially agreed rates may be revised upwards upto 5% only. While fixing the rates, the revised rate will be rounded off to the nearest rupee. In all instances, rates of vehicle charges may be revised for every increase of petrol/diesel rates by more than 20% to that of the rate of 1 liter/kg at the time of fixing the preceding vehicle rates/charges. Similarly, if fuel rates are reduced to initial level, increased rates will be reduced to previous original rates. Revised Rates will be given effect from the actual date of claim by the Travel agency regardless of effect of change in Fuel price after verification.
49. The bidder shall execute an agreement on a Non-judicial stamp paper worth Rs.100/- before taking up the Contract, which has to be purchased in the name of the firm and the same shall be borne by the firm, by agreeing to abide by all the terms and conditions mentioned therein.
50. TDS-IT &TDS on GST would be deducted as per extant rules.
51. The Director, CSIR-SERC, Chennai, reserves the right to accept or reject any or all the tenderers without assigning any reason whatsoever and his decision shall be final and binding on the Travel Agency.

52. Tender Evaluation Criteria

- The tenderer who comply with the qualification criteria stipulated in Part-I (Technical Bid) will only qualify for the financial bid.
- Financial bids of those technically qualified bidders will be opened through GeM Portal. L1 will be selected through GeM procedure.

53. If the Travel agency violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of officer authorized by the Director of the Lab in this behalf, penalty will be levied as per the following manner:

Sl. No.	Violations	Penal amount			Amount Deducted per day	Remarks
		First Instance	Second Instance	Third Instance		
1	Non-functioning of AC in a car / vehicle	--	--	--	₹500/-	--
2	Failure to provide an alternative arrangement within 30 minutes of vehicle breakdown	₹300/-	₹600/-	₹1200/-	--	Rental charges for the day will also not be paid
3	Tampering with meters of vehicles	₹300/-	₹600/-	₹1200/-	--	Competent Authority has the discretion to terminate the contract along with forfeiture of performance security including blacklisting of the firm
4	Usage of attached vehicles for other private/ commercial purposes	₹1200/-	-	-		For each such contravention
5	Changes of driver with prior intimation to CSIR-SERC and the officers with whom the vehicle is attached				₹300/-	On each occasion
6	Delay (more than 30 minutes) in reporting for duty by driver / vehicle	₹300/-	₹600/-	₹1200/-	--	--
7	Non-compliance of any other terms and conditions	₹300/-	₹600/-	₹1200/-	--	For each violation per vehicle

54. ARBITRATION

- a. In the event of any question, dispute/differences, arising under the agreement are in connection herewith (Except as to matter the decision of which is specially provided under this agreement). The same shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.
- b. Subject to the aforesaid provisions, the Arbitration and Conciliation Act, 1996 and the rules made there under and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

DECLARATION BY THE TENDERER

I / We, declare that I / We have submitted tender for the work described in the tender after acquainting myself / ourselves fully with the details of work involved and after understanding the responsibility to be discharged by me / us under this contract and have read the complete tender very carefully.

SIGNATURE OF THE TENDERER
SEAL OF FIRM / COMPANY/ AGENCY

Model Response format for Technical Bid

Si No	Requirements	Compliance details of the contractor / agency YES / NO
1.	Name of the Firm / Company Agency with Complete Address, Telephone Number & Email Id	
2.	Self-attested Registration No./ License No. of Agency- business registration / shops and establishment	
3.	Location of the Garage with Telephone Number and address	
4.	Bid Securing Declaration (Annexure I)	
5.	Self-declaration about whether any of the relative of the agency is working in CSIR-SERC (Annexure II). If yes, 1. Name of the Relative, Designation 2. Nature of relationship	
6.	The contractor should have executed atleast one work of Providing different categories of Vehicles as per requirement for day-to-day transport services of annual value of Rs. 8 lakhs (80% of Annual Estimated Value) or two works of Providing different categories of Vehicles as per requirement for day-to-day transport services of annual value of Rs. 5 lakhs (50% of Annual Estimated Value) each or three works of Providing different categories of Vehicles as per requirement for day-to-day transport services of annual value of Rs. 4 lakhs (40% of Annual Estimated Value) each during last three financial years (i.e 2023-24, 2024-25 & 2025-26) in major institutions like Scheduled Banks / Insurance Companies / Central or State Government Departments / Public Sector Undertakings/ CSIR labs / Large Industrial / Educational Campuses / reputed private bodies. The works completed during last three financial years (i.e 2023-24, 2024-25 & 2025-26) will be considered. Running contracts will not be considered. Copy of Work completion certificate will only be accepted as proof of work experience and other documents such as work order, agreement, self-attested copy etc. will not be accepted. There should not be any adverse remarks/ratings in the work completion certificate produced by the bidder otherwise the certificate will be rejected. The Work Completion Certificates submitted for evaluation should clearly mention the Contract value and contract period (As per Annexure III)	
7.	Non-Disclosure Agreement (Annexure IV)	
8.	GST Registration Certificate	
9.	PAN Copy	

10.	Enclose copy of RCs of vehicles owned	
11.	Local office address proof (Address proof of office/branch located in Chennai Viz. recent receipts of property tax/water tax/EB bill/landline telephone bill/Rental Agreement, in the name of the firm.)	

Signature of the Tenderer with date & seal

(to be furnished in company/ tenderer letter head)

Annexure – I

Proforma for Bid-Securing Declaration Form

To

The Director,
CSIR – Structural Engineering Research Centre (SERC),
Taramani,
Chennai – 600113.

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

- (a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature of the Tenderer(s)
Name:

Dated :
Seal:

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

DECLARATION OF RELATIONSHIP

I/We (Name) _____ who is working as CONTRACTOR / Partner / Sole Proprietor (**Strike out word which is not applicable**) of the (firm) Name _____ Address _____ do hereby solemnly affirm and declare that **NO RELATIVES (S)** is / are working in any CSIR Laboratories / Institute or CSIR-SERC, Chennai.

(OR)

I/We (Name) _____ who is working as CONTRACTOR / Partner / Sole Proprietor (**Strike out word which is not applicable**) of the (firm) do hereby solemnly affirm and declare that **Sri/Smt./Dr.** _____ **Designation** _____ at CSIR-SERC, Chennai or CSIR employee at _____ **Laboratories / Institute located at is my relative.**

Signature with date and seal of the tenderer

**Strikeout whichever is not valid*

Relative(s) may be the following list person:

[NOTE : A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu Undivided Family (HUF), or (b) they are husband and wife, or (c) the one is related to the other in the following manner : Father, Mother (including step mother), son (including step son), Son's wife, Daughter (including step daughter), Father's Father, Son's son(s), Grandson's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

WORK COMPLETION CERTIFICATE

Name & Address of the client :

Details of works executed by :

1.	Name of work with brief particulars	
2.	Agreement No. and date	
3.	Date of Commencement of work	
4.	Stipulated date of completion	
5.	Actual date of completion	
6.	Details of Compensation, if any	
7.	Tendered Amount	
8.	Contract Value per annum	
9.	Name and address of the authority under whom works executed	
10.	Performance of the contractor	

This certificate is issued without any obligation and liability on the part of
.....

Authorised Signatory

[Seal/Stamp]

Telephone No:

Email Id:

NON DISCLOSURE AGREEMENT

We hereby declare that we or our employees will not divulge or disclose any information sensitive or otherwise of any nature to anybody/ third party.

We understand that we will be solely and wholly responsible for the legal damages arising out of such disclosure.

Signature of the contractor(s)

MODEL AGREEMENT

AGREEMENT FOR “PROVIDING DIFFERENT CATEGORIES OF VEHICLES AS PER REQUIREMENT FOR DAY-TO-DAY TRANSPORT SERVICES AT CSIR-SERC TARAMANI, CHENNAI-113”

This AGREEMENT made on this _____ and effective from _____ between the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act and having its office at “Anusandhan Bhawan”, Rafi Marg, New Delhi (hereinafter referred to as CSIR) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART.

and

M/s.----at----- (hereinafter referred to as Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the OTHER PART.

WHEREAS the CSIR is desirous of giving a job contract for “**Providing different categories of Vehicles as per requirement for day-to-day transport services at CSIR-SERC Taramani, Chennai**” which is a constituent unit of CSIR (hereinafter referred to as CSIR-SERC and whereas the Contractor has offered to provide different categories of Vehicles as per requirement for day-to-day transport services on the terms and conditions herein after stated.

AND WHEREAS the contractor has agreed to furnish to the CSIR-SERC a Security Deposit of **Rs. 1,00,000/- (Rupees One Lakh only)** which will be recovered from the initial payment. (if, Security Deposit amount not submitted in the form of Online Payment /FDR /Bank Guarantee)

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under.

A. GENERAL CONDITIONS:

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR shall accrue / arise implicitly or explicitly.
2. That in case of the drivers so deployed by the contractor does not come upto the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the CSIR-SERC in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the Director, CSIR-SERC in case of any of the aforesaid acts on the part of the said person.
3. The Transport Service Provider must have office located in Chennai.

B. CONTRACTOR'S OBLIGATIONS

1. All Vehicles provide to CSIR-SERC should have GPS tracking facility. The report of GPS may be provided by the service provider to CSIR-SERC whenever required.
2. The contractor shall provide vehicles on the specific requisitions from the Director, CSIR-SERC or his / her authorized representative for transporting CSIR-SERC Officials / other persons to the destination as specified in the requisition slip.
3. That the contractor shall submit details of the names, parentage, residential address, age, etc. of the Drivers deployed by him in the premises of the CSIR-SERC for the purpose of proper identification. He shall issue identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of duty.
4. That the contractor shall at his own cost take necessary insurance cover in respect of the aforesaid services rendered to CSIR and shall comply with the statutory provisions and/or any other Rules/regulations and / or statutes that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and / or any claim, demand' loss, injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder or Acts, rules / regulations and / or any bye-law or rules framed under, the CSIR shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
5. In the performance of this contract the Transport Service Provider warrants to comply with all applicable laws, rules, and regulations of duly constituted governmental bodies.
6. The transport Service Provider shall incur all costs in providing responses to this contract.
7. The Transport Service Provider warrants that it shall conduct at its own cost, civil and criminal background investigations and drug / alcohol testing on its personnel ("**collectively Security Checks**").
8. The Transport Service Provider warrants that the Services are performed to the highest standards of professionalism and skill and otherwise in accordance with instructions, specifications, procedures, standards, guidelines, timeframe, if any, as are issued from time to time, by CSIR-SERC for the performance of the services to the satisfaction of CSIR-SERC.
9. For any breach of the Transport Service Provider's warranties and representations under this contract, the Transport Service Provider shall re-perform the services or at CSIR-SERC option replace the person performing services in a manner acceptable to CSIR-SERC in addition to all the remedies available to CSIR-SERC under law and equity.

10. The Transport Service Provider agrees to indemnify and hold CSIR-SERC and its respective employees, agents and successors harmless against all claims, proceedings, losses, damages, liabilities and expenses (including attorney's and experts' fees and expenses) arising from any act or omission of the Transport Service Provider or also arising from personal injury or death caused to CSIR-SERC employees or any third party while rendering services to CSIR-SERC or any damage to CSIR-SERC property or third party property caused by the Transport Service Provider or its employee/representatives due to any act or inaction by the Transport Service Provider or due to the breach of the terms of this Contract/Agreement.
11. The proprietor or any other equivalent designation of the Transport Service Provider will be subject to vicarious liability and shall be legally liable for any incident that is caused by the act or omission of its employees or sub-contractors. In addition, for the purpose of this Contract/Agreement, the proprietor or any other equivalent designation of the Transport Service Provider shall be considered as the Officer in Default as per the Companies Act, and shall file all required documents with the Registrar of Companies and shall assume all civil and criminal liabilities related to the acts and omissions of the Transport Service Provider. This is a material condition of entering in to this Contract/Agreement.
12. The Dead mileage for reporting to the point of pickup and from point of last drop will be allowed at actuals or maximum of 6 kms each way per day for duties within the city. However, for Airport / Railway Station to Chennai pick up and drop it will be at actuals.
13. Price Variation Clause - No request of the Travel Agency towards enhancement of the approved rates or charges of vehicle will be entertained by CSIR-SERC during the currency of the contract period unless market rate of 1-liter/kg petrol/diesel/CNG increased by more than 20% of that of the rate of 1-liter/kg petrol/diesel/CNG on the date of agreement. In that case initially agreed rates may be revised upwards upto 5% only. While fixing the rates, the revised rate will be rounded off to the nearest rupee. In all instances, rates of vehicle charges may be revised for every increase of petrol/diesel rates by more than 20% to that of the rate of 1 liter/kg at the time of fixing the preceding vehicle rates/charges. Similarly, if fuel rates are reduced to initial level, increased rates will be reduced to previous original rates. Revised Rates will be given effect from the actual date of claim by the Travel agency regardless of effect of change in Fuel price after verification.
14. All vehicles owned & supplied should not be more than 05 years old at the time of availing the services.
15. The actual car parking charges/ Toll charges incurred at Airports/Railway Stations or any other places will be reimbursed on production of actual receipt without corrections or overwriting along with bills.
16. Drivers should be well groomed with uniform and should be courteous. Knowledge in English/Hindi will be an advantage. The drivers should have means of

communication (cell phone) for contact purpose.

17. Charges like parking, tollgate will be paid at actuals on submission of original paid receipts.
18. It will be the responsibility of the Contractor (the Second Party) to ensure that the route fixed for the vehicle while running do not violate any road or traffic rules or any other laws.
19. The vehicle should always take /avail the shortest route open for traffic between the originating station and destination.
20. The total hire charges inclusive of all taxes, for the services to be provided by the second party shall be at the rate offered and accepted.
21. The Contractor (the Second party) shall take out and keep alive valid insurance cover as per provision of the motor Vehicles Act 1939 amended from time to time. The Contractor (the Second party) shall also take and keep alive for all the vehicles riot risk insurance.
22. Each vehicle shall be provided with a spare wheel with tyres in good condition with other tools required to attend minor breakdown enroute by the Contractor (the Second party).
23. The Contractor (the Second party) shall ensure that punctual and efficient service is provided at all times without speeding the vehicles enroute. In case any vehicle not turning up at the specified place within fifteen minutes of the schedule time or in case of failure enroute and alternative arrangement not being made by the Contractor (the Second party) within a reasonable time, the car riders traveling by the car shall be at liberty to travel by Taxi or any other transport from that point to the scheduled destination at the cost of the Contractor (the Second party).
24. The Contractor (the Second party) shall abide by all the directions and instructions issued to him from time to time by the first party considering it expedient from efficient and punctual functioning of the service.
25. It is the responsibility of the Contractor (the Second party) that all Drivers deputed on duty must have a Mobile phone with them.

C. CSIR-SERC OBLIGATION

1. Bills should be submitted on weekly basis and will be settled within 15 working days of submission if no discrepancies are found. The office will deduct the income tax and other statutory levies as applicable from time to time from the bills of the service provider.
2. The deposit proof of GST to the concerned authorities shall be submitted by the service provider periodically.

D. INDEMNIFICATION:

1. That the contractor shall keep the CSIR indemnified against all claims whatsoever in respect of the Driver/employees deployed by the contractor. In case any driver(s)/employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the contractor to contest the same. In case CSIR is made party and is supposed to contest the case, the CSIR will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the contractor to CSIR on demand, Further, the contractor shall ensure that no financial or any other liability comes on CSIR in this respect of any nature whatsoever and shall keep CSIR indemnified in this respect.
2. The contractor shall further keep the CSIR indemnified against any loss to the CSIR property and assets. The CSIR shall have further right to adjust and /or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

E. PENALTIES / LIABILITIES

1. That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another agency at their risk and cost.
2. The security deposit will be refundable on expiry/termination of the contract period after adjustment of dues, if any. The security deposit is non-interest bearing.
3. That if the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not be the entire satisfaction of officer authorized by the Director of the Lab in this behalf, penalty will be levied as per the following manner:

Sl No	Violations	Penal amount p.m. per car			Amount deducted per day	Remarks
		First Instance	Second Instance	Third Instance		
1	Non-functioning of AC in a car/vehicle				Rs.300/-	
2	Failure to provide an alternative arrangement within one hour of vehicle breakdown	Rs.300/-	Rs.600/-	Rs.1200/-		Rental charges for the day will also not be paid
3	Tampering with meters of vehicles	Rs.300/-	Rs.600/-	Rs.1200/-		Competent Authority has the discretion to terminate the contract along with forfeiture of

						performance security blacklisting of firm
4	Usage of attached vehicles for other private/ commercial purposes	Rs.1200/-				For each such contravention
5	Changes of driver with prior intimations to CSIR-SERC and the officers with whom the vehicle is attached				Rs.300/-	On each occasion.
6	Delay (more than 30 minutes) in reporting for duty by driver/ vehicle	Rs.300/-	Rs.600/-	Rs.1200/-		Rental charges for the day will also not be paid
7	Non-compliance of any other terms and conditions	Rs.300/-	Rs.600/-	Rs.1200/-		For each violation per vehicle

F. COMMENCEMENT AND TERMINATION:

1. That this AGREEMENT shall come into force w.e.f..... and shall remain in force for a period of two (2) years.
2. That this agreement may be terminated on any of the following contingencies:
 - a. On the expiry of the contract period as stated above.
 - b. By giving one month's notice by CSIR-SERC on account of:
 - i. for committing breach by the contractor of any of the terms and conditions of this agreement.
 - ii. On assigning the contract or any part thereof to any sub-contractor by the contract without written permission of the Director, CSIR-SERC
 - c. On contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the contractor to remove all the persons, materials, vehicles deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person or material creates any disruption / hindrance / problem of any nature for CSIR-SERC.

G. ARBITRATION:

1. In the event of any question, dispute/ differences, arising under the agreement are in connection herewith (Except as to matter the decision of which is specially provided under this agreement). The same shall be referred to Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.
2. Subject to the aforesaid provisions, the Arbitration and Conciliation Act, 1996 and the rules made there under and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these presences on the date, month and year first above written.

**For and on behalf of
Council of Scientific & Industrial Research
Anusandhan Bhawan
Rafi Marg, New Delhi-110001**

For and on behalf of

The contractor.....

WITNESS

1.

2.

Signature of the Owner / Proprietor of the Agency