



संस्कृति मंत्रालय
Ministry of Culture
Government of India



कला यस्मिन् प्रतिष्ठिता

इन्दिरा गाँधी राष्ट्रीय कला केन्द्र
सूत्रधार

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Sutradhara

Janpath Building, (Near Western Court)

Janpath, New Delhi-110 001

Website: www.ignca.gov.in

F.No. 7/16/(3)/2022-SD/S&S

Date:- 15.05.2026

Subject: Call for Tender --- providing vehicles on hire basis for official and program-related purposes.

Sir/Madam,

The Indira Gandhi National Centre for the Arts (IGNCA), New Delhi, Sealed tenders are invited from reputed agencies for providing vehicles on hire basis for official and program-related purposes at IGNCA, Janpath, New Delhi.

You are requested to submit your tender in accordance with the scope of work and terms & conditions enclosed as Annexures.

Scope of Work

The contractor shall be responsible for providing well-maintained vehicles along with experienced drivers on hire basis for official use of IGNCA, Janpath, New Delhi.

A detail proposal must be submit as per annexures

Submission Details:

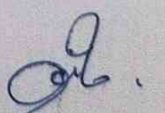
Your sealed tender along with the proposal and supporting documents should reach the following address on or before 25.05.2026.

To,
Laxmi Rawat
Supply & Service Section
Indira Gandhi National Centre for the Arts (IGNCA)
Janpath Building, Janpath, New Delhi-110001

Important:

The bidder must fulfill the eligibility criteria mentioned in Annexures
Incomplete quotation or those not adhering to the specified conditions will not be considered

We look forward to your participation.


लक्ष्मी रावत Laxmi Rawat
सहायक वित्त सलाहकार एवं लेखा अधिकारी (सि. & अ. वि. वि.)
Assistant Finance Advisor & Accounts Officer (S & S)
इन्दिरा गाँधी राष्ट्रीय कला केन्द्र
Indira Gandhi National Centre for the Arts
संस्कृति मंत्रालय, भारत सरकार / Ministry of Culture, Govt. of India
जनपथ बिल्डिंग, जनपथ (पश्चिमी वेस्टर्न कोर्ट), नई दिल्ली-01
Janpath Building, Janpath (Near Western Court), New Delhi-01

TENDER DOCUMENT FOR HIRING THE SERVICE OF TAXI FOR IGNCA USES

Sealed Tenders are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Tours and travel Agencies/Companies located in New Delhi/Delhi, for hiring of (AC) Cars on regular basis for official use of IGNCA Number of vehicles may increase or decrease as per requirement of the IGNCA. The time schedule is as under:-

1	Closing date & time for receipt of Bid	10 th day from the date of publication of Advertisement upto 3:00 P.M. on 25.05.2026
2	Date and time for opening of Technical Bids	At 4:00 P.M. on last date of submission of tender document.

1. NOTE:-

In case the date specified for submission of bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received upto the scheduled time i.e. 3:00 P.M. on the next working day of this office and will be opened on the same day at 4:00 P.M.

- 1.1 TWO BID SYSTEM: The bid should be submitted in a sealed cover in two parts as under
- Technical Bid: Envelope should be superscribed "Technical Bid for Supply of AC DLY Taxi" for the year 2026-2027 and it should contain all technical details as per clause 5 as per the requirement of the bid enquiry.
 - Financial Bid: The second cover should contain the rates etc. as per annexure I, and it should be superscribed "Financial Bid for supply of AC DLY Taxis".
- 1.2 The technical bid and the financial bid should be sealed by the bidder in separate covers, duly superscribed and both these sealed covers are to be put in a bigger cover, duly superscribed as "Bid for supply of AC DLY Taxis". The cover containing both the bids should be addressed and submitted to the ASSISTANT FINANCIAL ADVISOR & ACCOUNT OFFICER (S&S)-IGNCA, Janpath Building, Janpath, NEW DELHI-110001
- 1.3 The technical Bids shall be opened at 4:00 P.M. on the date as indicated above in the presence of such of the bidders or their representatives, who may wish to be present.
- 1.4 Financial Bids(s) of only those bidder(s) will be opened on a later date whose bids are considered technically acceptable after evaluation by a Technical Evaluation committee.

1.5 Hypothetical/Conditional/Incomplete bid will not be entertained.

2. **LATE BIDS** Bids received after the specified date and time, as indicated in para-1 above, for receipt of bids will not be considered.

3. EARNEST MONEY DEPOSIT (EMD)

3.1 EMD of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft/Pay Order from any commercial Bank payable to the "IGNCA", New Delhi must accompany the bid, Bids without EMD and in any other form than prescribed will not be considered.

3.2 The EMD should remain valid for a period of 45 days beyond the final tender validity period.

3.3 EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, their EMD will be forfeited.

3.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder (s) will be returned after receipt of the Performance Security from him.

4. PERFORMANCE SECURITY:

4.1 The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs. 50,000/- (Rupees Fifty thousand Only) in the form of Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank in an acceptable form in favour of "IGNCA", New Delhi within 10 days of award of contract.

4.2 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.

4.3 Performance Security will be returned to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

4.4 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

4.5 The bidder should quote their unconditional rates strictly as per the Annexure-I cutting/overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed by the authorized signatory.

4.6 In case any bidder is already providing the AC DLY Taxis to any other Department/Ministry/ department of Central Government details thereof should also be furnished along with the bids.

5. THE TECHNICAL BID SHOULD CONTAIN FOLLOWING DETAILS:

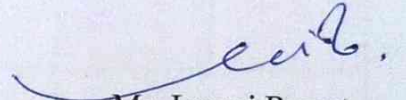
- 5.1 The contractor should have at least two years' experience of providing vehicles to Govt/Semi Govt. /PSUs Satisfactory service certificate from the concerned organization/ Department need to be furnished along with technical bid otherwise tender document will be treated as not acceptable.
- 5.2 PAN number and copy of /Goods and Service Tax (GST) registration Certificate, if any.
- 5.3 A certificate from the bidder that all the terms and Conditions are acceptable to him.
- 5.4 EMD of Rs. 20,000/-
- 5.5 Copies of RC of all the vehicle registered in the name of the transport company firm.
- 5.6 The bidder should have the ownership of at least 05-10 vehicles. 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 in the technical bid for consideration.

6. OTHER TERMS AND CONDITIONS

- 6.1 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.
- 6.2 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 IGNSA will have the right to forfeit the EMD or the performance security, deposited by the bidder.
- 6.3 The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be traveled in Delhi/NCR and should not be more than 5-8 years old.
- 6.4 The contractor should be able to provide AC DLY Taxis at a short notice/ (within 30 minutes). For regular requisitions the taxi must reach the destination 10 minutes in advance.
- 6.5 The drivers engaged in the Taxis should have valid driving commercial license to operate the taxi, issued by the Transport Authorities' other necessary certificates like Road Tax clearance, pollution certificate etc. should be in existence for all vehicles quoted.
- 6.6 The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
- 6.7 All expenses related to fuel, maintenance, driver salary, insurance, repairs, and taxes shall be borne by the contractor.

- 6.8 IGNCA shall only reimburse toll taxes and parking charges, if applicable
- 6.9 The driver engaged should be broadly aware of the major route of Delhi/ New Delhi.
- 6.10 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.
- 6.11 In case of any break down while on journey, alternative arrangement shall have to be done by the contractor 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.
- 6.12 The IGNCA reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- 6.13 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 IGNCA 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.
- 6.14 Billing will start from and end with IGNCA office or designated place. All vehicle must first report to the Dealing Officer, D/o IGNCA on requisition. Where meter reading will be noted and then proceed to the destination on all days except Sundays or Holidays. On Sundays and National Holidays the vehicle may directly report to the designated person where meter reading from the garage/taxi stand should be got noted from the user.
- 6.15 At time, D/o IGNCA may need additional Number of DLY vehicles on specific days in connection with any conference/ meeting. The Contractor should be responsible to arrange for additional demand of DLY Taxi operators and such additional vehicles should be supplied at the contractual rates and conditions.
- 6.16 The contract will be valid for one year from the date of award the contract and extendable for one year by mutual consent of the parties. No request of hike in approved rates for supply of DLY Taxis will be entertained during the period of contact for any other reason what so ever.
- 6.17 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.
- 6.17.1 For each and every vehicle, the driver is required to maintain a log- book i.e. details of various journey performed during the day since morning till last duty separately and all the entries be got attested from the users. The log book will have to be shown to the AFA&AO (S&S) for verification at the time of submission of the bill in each month.

- 6.17.2 In case of hiring of DLY Taxis, 40 Kms or 4 hours shall be considered half day. In case if the vehicle is detained above four hours, then it shall be treated as full day. In such scenario, "Kms" have no relevance. If the usage goes above 40 kms within 4 hours, then charges would be for each additional km only and the vehicle would be considered a "half day" usage. If the number of hours exceeds 4 hours, then the vehicle would be treated to be hired for "full day". Then the "KM' usage has no relevance. (See Annexure 1 Colum 2)
- 6.18 This tender document can also be downloaded from IGNC website: www.ignca.gov.in under icon "Tender".
- 6.18.1 Decision of Competent Authority of the IGNC regarding acceptance or rejection of a tender will be final and binding
- 6.18.2 In case any bidder does not agree with the bidding conditions, bidding process, he may give in writing the reasons for the same. The bidders(s) will also have the right to seek reasons for rejection of their bids if is rejected.


Ms. Laxmi Rawat
AFA&AO (S&S)

लक्ष्मी रावत / LAXMI RAWAT
सहायक वित्त सलाहकार एवं सेवक अधिकारी (वित्त एवं खासगी)
Assistant Finance Advisor & Accounts Officer (S & S)
इन्दिरा गान्धी राष्ट्रीय कला केन्द्र
Indira Gandhi National Centre for the Arts
संस्कृति मंत्रालय, भारत सरकार / Ministry of Culture, Govt. of India
जनपथ बिल्डिंग, जनपथ (नजदीक वेस्टर्न कोर्ट), नई दिल्ली-01
Janpath Building, Janpath (Near Western Court), New Delhi-01

ANNEXURE I

FORMAT FOR SUBMITTING FINANCIAL BID FOR SUPPLY OF AC DLY TAXI/BUS

S.NO.	Particulars	80 KM & 8 Hrs.	6000 KMS & 300 Hrs (Monthly 30/31 days basis)	Per KM Rate for Extra Kms	Per KM rates for extra hours	Local Night Charges	Outstation charges & Night Detention
1	Innova Crysta/ Similar						
2	Swift Dzire/ Similar						
3	Honda City/ Ciaz/ Similar						

Certified that all the terms and conditions of the tender document are acceptable to us.

Full name of the firm with completed office address and tel No.

Annexure 1

APPLICATION FORM FOR EMPANELMENT OF AGENCY FOR HIRING THE SERVICE OF TAXI FOR IGCA

1	Name of Organization	
2	Correspondence Address	
3	Contract Person	
4	Contract Details Telephone No. Fax No. Cell No. Email:	
5	Profile of the agency	
6	Details of Drivers on payroll	
7	Experience (No. Of Years) as per clause 5.1	
8	Number of Vehicles (Ownership of Vehicles)	
9	A CA certificate certifying the turnover of the applicant bidder for the last 2 financial years including 2025-26. The turnover should be in the name of applicant organisation only and not that of group/ sister organisations.	
10	Self attested photocopies of latest Income Tax Returns for the last 3 years.	
11	Permanent Account No. (Self certified copy)	
12	Services Tax/VAT No. (Self certified copy)	
13	Tin No. (Self certified copy)	
14	Tan No. (Self certified copy)	
15	List of Clients	
16	A self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.	
17	Details of Application Fee	Rs. DD. No. Date
18	Earnest Money	Rs. DD. No. Date
19	Copies of RC of all the vehicle registered in the name of the transport company/firm	
20	Other relevant details	
21	List of Enclosures	

I/We hereby certify that the information given above is true and nothing has been corrected therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/vigilance agencies/courts.

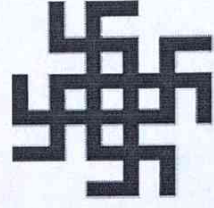
Signature

Name

Designation
With Company Seal

Date --/--/----

LAST DATE OF SUBMMISSION OF TENDER 20.05.2026 AT 4:00 P.M.



इन्दिरा गॉंधी राष्ट्रीय कला केंद्र

Indira Gandhi National Centre For The Arts (IGNCA)
Ministry of Culture, Government of India

Sealed Tenders are invited in two bid system (Technical and Financial Bid) from reputed Tours and travel Agencies/Companies located in New Delhi/Delhi, for hiring of (AC) cars/bus on regular basis for official use of IGNCA.

The detailed scope of work may be seen at IGNCA website: www.ignca.gov.in under announcement and Tender section.

(advertisement is released on 15.05.2026)