INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre Jorhat
House No. 337, A.T Road, Tarajan,
Jorhat-785001

F. No. IG/JHT.RC/ESTT-49/H.VEH/13-14/
Dated:

To,

M/s_____

_____

_____

Sub: **Hiring of Taxi for Regional Centre Jorhat on monthly/daily basis.**

Sir/ Madam,

Seal tenders under two bid systems are invited for hiring of taxi service for the Regional Centre Jorhat for a period of one year which can be further extended by mutual consent. In case your firm/ agency is interested, please give your rates in sealed covers in the enclosed proforma.

Please note that "Terms & Conditions" are to be returned to us after signing each and every page thereof as a token of acceptance of the same by the tenderers.

The Tenders in sealed cover should reach the above mention address positively on or before 24th September 2015 at 03:00pm.

Yours sincerely,

Sd/-
(Dr. Anil Ch. Borah)
Regional Director i/c
IGNOU Regional Centre
Jorhat, Assam.

Enclosed: Terms & Condition

Tender document for hiring of taxi

Indira Gandhi National Open University (IGNOU) is a Central University established by an Act of Parliament having its headquarters at Maidan Garhi, New Delhi and Regional Centres in all states of the country. The Regional Director, IGNOU Regional Centre Jorhat, Assam is inviting sealed quotations from reputed taxi providing agencies, duly authorized to operate such services and inter-state services, and having Ambassador/ Indica etc. cars, for providing taxi for official use of the Regional Centre on the following terms and conditions:

Last date and time for submission of quotation: 24th September 2015 at 3.00 p.m.
Date and time for opening Technical Bids: 29th September 2015 at 11.30 a.m.
Date and time for opening Financial Bids: 29th September 2015 at 01.30 p.m.

1. Under the contract, the vehicle will be required as follows:
    a. Non-AC vehicle on monthly basis for a package of 1500 Km for 12 hours/ per day including driver, fuel, maintenance, etc.
    b. Non-AC vehicle on full or half day basis for 08 hours / 80 Kms or 04 hours/40 Kms per day.

2. The agency should ensure that in addition to the vehicle on monthly basis, additional vehicles are to be provided to IGNOU as per requirement on full/half day basis, as and when requested.

3. The university may require non AC vehicle.

4. The vehicle should not be more than 3 to 5 years old and should be in excellent condition.

5. Vehicle should be parked at Regional Centre at the above address during the assigned slot of 12 hours. If not parked at the Regional Centre, distance run from the office to garage will not be considered for payment.

6. The normal working hours of IGNOU Regional Centre Jorhat is 9:30 A.M to 6:00 P.M, five days a week. However, the vehicle can be requisitioned beyond office hours and during Saturdays and Sundays also. Four days weekly off will be given in a month at the convenience of the Regional Centre.

7. A permanent driver shall be deputed by the agency for the taxi hired on monthly basis.

8. The vehicle and driver shall not be changed frequently. If done, advance intimation shall be given to the IGNOU Regional Centre Jorhat. The vehicle and the driver should be in such a condition so as to undertake long trips both within and outside the city as and when needed.

9. All documents and records pertaining to the vehicle should be perfect and current.

10. Personal documents of the driver should be up-to-date in all matters. He should be well-dressed, well mannered and punctual.

11. He should be able to speak, read and write in Hindi/ Local language, having the ability to understand English.

12. Any loss to the IGNOU Regional Centre Jorhat with regard to the operation of the vehicle, due to negligence of the driver or the taxi providing agency, the taxi providing agency shall be responsible and will be liable to make good the damages. IGNOU has no responsibility or liability in case of any damage, if any caused to the vehicle or by the vehicle during the contract period.

13. In case of any accident, the taxi providing agency shall do all the repairs without any liability on the part of IGNOU Regional Centre Jorhat.

14. The Taxi providing agency shall maintain the vehicle regularly without any liability on IGNOU's part. If the vehicle provided to the University is drawn for any routine maintenance or repair, an alternate vehicle shall be provided for the interim period, giving prior intimation to the Regional Centre.

15. The taxi providing agency shall arrange to provide the vehicle at the premises directed by the concerned officer at the IGNOU Regional Centre at the stipulated time of any day.

16. The agency will ensure that entries in the log sheet are made correctly with complete details of journeys performed like timing, place visited, purpose of journey, number of Kms (including coming and closing speedometer reading) etc, and signature of the officer using the vehicle are obtained immediately after the journey is over. The RD/AR shall be the custodian of the log book.

17. Payment for the hiring of vehicle shall be made on monthly basis against the submission of the bills duly accompanied by the original log sheet, certified by the authorized officer(s) who have used the vehicle. Bill shall be verified at the Regional Centre and payment shall be made through A/c payee cheque within 10 days. Applicable TDS will be deducted on the bill, before releasing the payment.

18. The agency shall have to deposit **Rs. 6000/-** as Earnest Money Deposit (EMD) by the way of bank draft from nationalized bank in favour of IGNOU payable at Jorhat. No cash will be accepted. No interest will be paid on the amount of EMD and the EMD will be refunded to the unsuccessful tenderers after award of the work to the successful bidder. EMD of successful bidder will be converted as interest free performance security and will be refunded after expiry of the contract period.

19. As far as possible, the rates to be quoted by the bidders shall be reasonably minimum and not beyond the rates notified by the respective State Government.

20. The rate may be quoted in the prescribe proforma, which should be inclusive of all taxes and other charges if any.

21. The rates shall be written both in words and in figures. If there is any discrepancy between the rate quoted in words and figures, the rate quoted in words shall prevail. Alterations, if any, in the quotation shall be attested properly by putting signatures and seal, failing which the quotation is liable to be rejected.

22. The monthly contract rate will be finalized after taking into account the rates quoted by all bidders for monthly charges, additional charge for extra kilometers an hour. The lowest rates offered by any agency for any of the three charges will be offered to the agency quoting the lowest monthly rate.

23. As per circular No. 172/2013-ST dated 19/09/2013, issued by Central Board of Excise and Customs, Ministry of Finance, Educational Institutions are exempted from payment of service tax.

24. Toll tax and parking fee, if any, incurred during official visits shall be paid base on the actual and on proof of payment along with the monthly bill.

25. Submission of Quotation:

a. The bid document is divided into two parts "Annexure-1 Technical Bid" and "Annexure-II Financial Bid".

b. Annexure-I complete in all respect along with the following enclosures should be put in a sealed covered super scribing **"Technical Bid for Hiring of Taxi Services".**
   i. DD for Rs. 6000/- towards EMD
   ii. Copy of PAN Card
   iii. Copy of RC books of vehicles
   iv. Copy of Service Tax Registration Certificate, if registered
   v. Copy of present/ previous contracts, if any.

c. **Annexure-II**, duly completed should be put in a separate sealed covered super scribing **"Financial Bid for hiring of taxi services"**

d. Both the covers containing Annexure-I & Annexure-II should be put in a third sealed cover, super scribing **"Quotation for Hiring of Taxi Services".**

e. Quotation as above is to be submitted to the Regional Director, IGNOU Regional Centre Jorhat, so as to reach him on or before 03: 00 pm on 24th September 2015.

26. The quotations received after the prescribed date and time shall not be considered.

27. Quotation will be opened on 29th September 2015 at 11:30 AM by the duly constituted Tender Opening Committee in the presence of the taxi providing agency or their representative who may likely to be present. The same will be opened even if the taxi proving agencies are not present at the scheduled time.

28. The financial bid will be opened only for the technically qualified bidders. The parties/ bidders will be formally informed about the time and date of opening of technical / financial bid by post/ fax/ phone/ email.

29. Any attempt by any bidders to bring pressure of any kind may disqualify the bidder from the present bid and any future bids in IGNOU.

30. The Regional Director IGNOU Regional Centre Jorhat reserves the right to accept or reject any or all the quotation without assigning any reasons thereof.

31. IGNOU shall have no obligation to convey reason for rejection of any bid. It shall be open for IGNOU to reject even the lowest bidder in the interest of the University and no reason needs to be given therefore.

32. In case the tender submitted by the taxi providing agency is accepted by the Regional Centre and the contract is awarded to the taxi providing agency, then the agency shall within 15 days of acceptance of its tender shall execute an agreement with the IGNOU Regional Centre Jorhat on Rs.100 stamp paper incorporating all the terms and condition under which IGNOU accepts its tender.

33. Further to the above, the agency shall submit an affidavit in the enclosed format on a Rs.50/- non-judicial stamp paper duly notarized along with the technical bid.

34. Initially, the contract shall be assigned for a period of one year which, on mutual agreement may be extended on the same terms and conditions for a further period of one year.

35. The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.

36. Tenders not conforming to these requirements shall be summarily rejected and no correspondence in this regard shall be entertained.

37. Failure to provide the required number of vehicles to the Regional Centre will attract penalty of Rs. 100/- per day per vehicle, subject to a maximum of Rs. 500/- per day.

38. Failure to provide the service and /or stoppage of service without giving advance notice as mentioned above can cause cancellation of the contract and forfeiture of the performance security.

39. Tender once submitted, it would be presumed to have understood and accepted all the terms and conditions. No enquiry, verbal or written shall be entertained in respect of acceptance / rejection of the tender.

    In case of any dispute parties shall resolve the dispute by mutual discussion within a period of 30 days failing which regular courts under Jorhat will have the jurisdiction to adjudicate upon the matter.

IGNOU
Regional Centre Jorhat

Quotation for hiring of Taxi- Financial Bid

Name of the taxi providing agency			
Sl. No.		**Particulars**	**Rate (In figures and in words)**
1	(i)	**Non AC taxi on monthly basis** Tata Indica Non AC car on monthly basis for 1500 kms for 12hrs per day including driver & fuel	Rs……../- per month Rupees in words…….. ……..
	(ii)	**Daily Basis** Indica Non AC car on daily basis for 8 hours and 80 kilometres per day including driver & fuel	Rs……../- per day Rupees in words…….. ……..
	(iii)	**Half Day Basis** Indica Non AC car on half day basis for 4 hours and 40 kilometres per day including driver & fuel	Rs……../- per day Rupees in words…….. ……..
	(iv)	**Outside city** 250 Kms outside as well as local per day including driver & fuel	Rs……../- Rupees in words…….. ……..
2	(i)	Additional Kilometre Rate	Rs……../- per kilometre Rupees in words…….. ……..
	(ii)	Additional Hour Rate	Rs……../- per hour Rupees in words…….. ……..
	(iii)	Night Stay Charge	Rs……../- per night Rupees in words…….. ……..

Signature of the authorized person with date

Name:

Seal :

IGNOU
Regional Centre Jorhat

Quotation for hiring of Taxi- Technical Bid

Details of Earnest Money Deposit Rs…… (Please attach the DD with this form)		**DD No.** **Dated :** **Bank:**
1	Name of the tenderer/ agency (in Block letter)	
2	Address with telephone number	
3	Whether Regd./Pvt. Ltd/ others	
4	Name of Proprietor/ Partner/ Managing Director	
5	Name of the contact person with telephone number	
6	Service tax registration No. (Attach copy of Regn. Certificate)	
7	PAN No. (attach copy of PAN Card)	
8	Total No. of years of service in the field	

9	Present client list	
Name of the firm	Name & Telephone no. of contact person	Contract period
10. Details of vehicles owned/put in service by the agency (Attach copies of RC)		
Registration No.	Make & Model	Year of Manufacture
11. Whether taxi is registered with RTO for taxi purpose. If yes, please attach a copy of the letter.		

I confirm that I have read the bid document and agree to all the terms and conditions mentioned therein. I also understand that in case any of the statements furnished by the undersigned is found false OR if any of/all the terms and conditions of the bid documents are not complied with, the contract is liable for cancellation.

Signature of the authorized person with date

Name:

Seal: