

Cost Rs. 500/-

**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi - 110 016**

TENDER NOTICE

National Institute of Educational Planning and Administration is a deemed University under the Ministry of Human Resource Development, Government of India. The Institute wishes to engage a taxi service provider for providing taxi services to the Institute.

Interested parties may submit tender as per two-bid system addressed to the Administrative Officer, NIEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016 latest by March 19, 2018 upto 03.00PM. The 'Technical Bids' will be opened on the same day of submission at 03.30PM in the presence of representatives of firms. In case of any query, you may contact at 011-26544874/829/833.

Sd/-
REGISTRAR

TERMS AND CONDITIONS

Tender Related:

1. The agency should quote their lowest rate in rupees in the enclosed proforma ONLY for various types of vehicles & component of services as noted on the proforma.
2. The firm should be registered with relevant authorities (Certificate of Incorporation, Registration with GST.); (Attested copies of Registrations to be enclosed).
3. The firm should have at least 08 nos. of taxis of model not before 2014 registered in the name of firm; (Attested copies of Registration Certificates to be enclosed) with Bharat IV pollution cleared norms.
4. The firm should have similar experience during last two financial years in Government Sector/PSU etc.; (Attested copies of award letters of contract to be enclosed).
5. Bid shall be valid for a period of 60 days, extendable once only for 30 days with the approval of competent authority
6. The tenderer should have a well established office, located within Municipal Limits of Delhi.
7. The Department reserves the right to reject all or any of the quotations, and decision of Registrar, NIEPA in the matters shall be final/binding.
8. While quoting rates, the agency should note that the Institute may require transport services basically of following mode.
 - a. NIEPA to local destination in Delhi
 - b. Garage of the agency to local destination in Delhi. The starting time/rates and the meter reading will be accepted accordingly.
9. The agency should deposit EMD of Rs. 10,000/- (Refundable) in the Institute's account directly and enclose proof of the same in the 'Technical Bid'
Bank Name: Syndicate Name
Branch Address: Syndicate Bank, NIEPA Campus, 17-B, Sri Aurobindo Marg, New Delhi-16
Beneficiary Name: NUEPA
Bank Account Name: NUEPA Account Main
Bank Account Number: 91392010001112
IFSC Code: SYNB0009139
MICR Code: 110025108
10. NIEPA reserves the right to cancel any or all quotations without assigning any reason, if circumstances so warrant.
11. The courts at Delhi alone shall have the jurisdiction in any matter arising out or relating to or touching this tender.

General Terms Conditions

1. The taxis should be in very good working condition and well maintained during the contract period. The taxis to be deployed should be in excellent condition mechanically as well as get up wise i.e. outer body / upholstery etc.
2. The Taxis deployed provided to the Institute should be of model not before 2014.
3. The firm should be in a position to supply taxis on short notice as and when needed.
4. All expenses will have to be borne by the firm in case of breakdown of the Taxis deployed. Immediate replacement of the breakdown vehicle will have to be provided. The owner/firm shall provide standby vehicle in case of any breakdown immediately.
5. The owner/senior representative of the firm should be available round the clock on his own direct telephone (office as well as residence) and on mobile so to respond to the call for vehicles in emergent cases. The Mobile number should also be given.
6. All the charges towards repair/servicing, salary of the Driver, petrol expenses or any other incidental expenses on operation & maintenance of the hired car would be borne by the firm.

7. The vehicles deployed by the firm may be required to ply in Delhi & NCR areas, such as NOIDA, Ghaziabad, Gurugram, Faridabad and therefore, vehicles deployed should have valid permit to run in the all such areas.
8. Service taxes will be reimbursed along with the hiring charges bill. The bills raised by the firm should have all tax registration numbers printed on the bills.
9. The vehicle should be insured in all respects by the firm. All liabilities arising out of any legal dispute, accidents, etc. shall be borne/ paid by the firm and NIEPA shall not be a party or liable in any matter whatsoever.
10. Legal disputes, if any arising during the currency of the contract, shall be Jurisdiction of Delhi only.

Debarring Conditions:

1. No vehicle should be supplied having registration in the Name of employee of NIEPA or their close relative and a certificate to this effect be given on the body of bill while submitting claim.
2. No sub-contracting of the Service allotted is permissible by NIEPA. The near relatives of employees of NIEPA employees either directly recruited or on deputation/contract are prohibited from participation in this tender.
3. Service Provider shall not engage any person below 18 years of age.

Penalty for breach of terms & conditions:

1. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, NIEPA will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc.
2. In case of delay in reporting, a penalty of Rs. 200/- per instance shall be imposed.
3. If the vehicle provided by the Services Provider is found to be not in good condition, the vehicle may be rejected and sent back.
4. The contractor shall not refuse to provide vehicles against NIEPA's requirement and on each refusal a penalty of Rs. 200/- for each refusal/non-providing of vehicle shall be imposed.
5. The penalty imposed will be deducted from the corresponding monthly pending bills or security deposits.

Other Miscellaneous Conditions:

The Service provider should comply with the following:

1. **Telephones-** Telephone Numbers for requisition of vehicles (24x7) must be specified in the bid.
2. **Parking /Toll Charges,** if any, paid while performing duty may be claimed by Producing valid parking/ Toll slips along with monthly bills.
3. **Experienced Driver:** Service Provider shall provide qualified and experienced licensed drivers who are well conversant with Delhi/NCR roads, traffic signs and rules. Safety and security of the officers/ officials, while on board, will be the responsibility of Services Provider.
4. **Verification of Drivers:** The character antecedents of drivers to be deployed should be properly verified and their details (name, addresses, telephone nos., photograph, copy of driving license etc.) will have to be provided to this Department.
5. **Duty Slips:** in duplicate serially numbered shall be got signed by the user officer/officials at the end of duty/ journey whichever earlier.
6. **Vehicles Up-keep:** Service Provider shall vehicle in good condition along with good and clean seat covers and curtains.

11. Vehicle will be hired on daily as well as monthly basis as per the requirements of department.
Charges will be paid as follows.

- i) Daily basis 80 Kms - 10 hrs.
 40 Kms. - 05 hrs.
- ii) Monthly basis 1800Kms.- 300hrs.

Additional charges will be paid as follow

- i) Daily basis Over and above 80 Kms – 10hrs. (for each additional km. - hr.)
 Over and above 40 Kms – 05 hrs. (for each additional km. - hr.)
- ii) Monthly basis Over and above 1800 Kms -300 hrs.(for each additional Km.-hr.)

TECHNICAL BID

Sl.	Description	Item Details and Page number
1.	Name of the bidding firm/company/Agency (Registration No. and Certificate of Registration to be provided)	
2.	Complete Address of Registered Office with Telephone Number, FAX Number and email.id	
3.	Nature of the bidding concern (i.e. Sole Proprietor, Partnership Firm, Company, Govt. Department, Public Sector Organization)	
4.	Name and Complete Address (with Telephone /Mobile Number, FAX Number, email id) of the Proprietor, Partners/ Managing Director, as the case may be.	
5.	GST Registration no.	
6.	Location of the Garage with telephone number/mobile number and address from where vehicles will be supplied.	
7.	Proof of EMD deposited. (Slip no., date etc.)	
8.	Number of years of experience in providing commercial vehicles on hire basis in the Government Sector/Public Sector Undertaking. Enclose Documentary evidence.	

9.	Service Tax/GST paid by the Bidder during the last two years viz. 2015-16 and 2016-17.	
10.	Enclose Documentary Evidence	
11.	Enclose Copy of Income Tax Return for the last two year viz. 2015-16 and 2016-17.	
12.	Annual Turnover from the business during the last 2 years i.e. 2015-16 and 2016-17 (Enclose Documentary Evidence).	
13.	Name & Address of the Departments/ Ministries and other organizations where, taxies are being provided by the bidder at present. Enclose Documentary evidence.	
14.	Any other information, documents which the bidder may like to provide.	

Note: Please enclose all the required documents as stated above. Also, please number all the pages and indicate the relevant details and page number in the blank column.

(Signature and Name of Authorized Signatory with Seal)

FINANCIAL BID**Daily Basis**

Sr.	Description	Indica/WagonR/ Santro/Liva		Accent/Indigo/Etios Esteem/Dzire/Honda City		Qualis/Innova/Tavera/ Mobilio/	
		Non-AC	A.C	Non-AC	A.C	Non-AC	A.C
1.	Full Day 80 Kms-10 hours						
2.	Half Day 40 Kms. & 5 hours						
3.	Per. Km. Additional Charges beyond 40 /80 Kms.						
4.	Per Hr. Additional Charges beyond 5 / 10 Hrs.						
5.	Night Charges (for outstation visits)						

Monthly Basis

Charges for 1500 Kms / 250 Hrs.	Additional Charges above 1500 / 250 Hrs.

Declaration :

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
2. We are not black-listed by any Central/State Government/Public Sector Undertaking in India.
3. We hereby agree to abide by all the terms and conditions

(Signature and Name of Authorized
Signatory with Seal)