

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 April 15, 2019 upto 03.00PM. The opening of 'Technical Bids' will be intimated to the firms. Firms who qualify the technical bid will be called for the 'Financial Bids'. In case of any query, you may contact at 011-26544874/829/833.


22/03/19
REGISTRAR (I/c)

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

TERMS AND CONDITIONS FOR PROVIDING TAXIS TO NIEPA

Tender Related:

1. The agency should quote its 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 regulatory 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 an authorized Taxi Stand, located within the neighborhood/vicinity of NIEPA Sri Aurobindo Marg, New Delhi.
7. The NIEPA reserves the right to reject all or any of the quotations, and decision of Registrar, NIEPA in the matters shall be final/binding. In case of poor services rendered by the Taxi Stand, the contract is liable to be cancelled with an intimation of seven days.
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. The taxi stands within a radius of two to three kilometers of NIEPA are preferred due to minimize the travel billing, therefore Rs.40 to Rs.50 from stand to NIEPA will be paid and thereafter the actual travel mileage will be taken into account.
 - c. Taxi stand should be located within 2 to 3 kms. of NIEPA and travel to the local destination in Delhi will be treated for making minimum payment to the taxi. The taxi should be provided within 10-15 minutes and no advance bookings of Taxis will be made. Only in case of requirement of more than two to three Taxis, the advance bookings will be made with the Taxi Stand. The starting time/rates from the most nearest Taxi Stand of NIEPA and the meter reading will be accepted accordingly.
 - d. The agency will not provide any personal vehicles to NIEPA.
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: NIEPA
Bank Account Name: NIEPA Account Main
Bank Account Number: 91392010001112
IFSC Code: SYNB0009139
MICR Code: 110025108
10. 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 (within 10-15 minutes) 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 owner of Taxi Stand on whose name the contract for supply of Taxis is awarded.
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 his/her 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 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.
6. An agreement will be extended on Rs. 100/- non judicial stamp paper.

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,** 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 Service 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 Institute.
 5. **Duty Slips:** Duty slips in duplicate serially numbered shall be got signed by the user officer/officials at the end of duty/ journey.
 6. **Vehicles Up-keep:** Service Provider shall provide vehicle in good condition along with good and clean seat covers and curtains.
11. Vehicles will be hired on daily as well as monthly basis as per the requirements of NIEPA. 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 follows:-
- | | | |
|-----|---------------|---|
| 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*Annexure I*

| 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. | Number of vehicles registered in the name of Taxi Stand/Firm. List may be attached. | |
| 6. | GST Registration no. | |
| 7. | Location of the Garage with telephone number/mobile number and address from where vehicles will be supplied. | |
| 8. | Proof of EMD deposited. (Slip no., date etc.) | |
| 9. | Number of years of experience in providing commercial vehicles on hire basis in the Government Sector/Public Sector Undertaking. Enclose Documentary evidence. | |

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|-----|--|--|
| 10. | Service Tax/GST paid by the Bidder during the last two years viz. 2016-17 and 2017-18. | |
| 11. | Enclose Documentary Evidence | |
| 12. | Enclose Copy of Income Tax Return for the last two year viz. 2016-17 and 2017-18. | |
| 13. | Annual Turnover from the business during the last 2 years i.e. 2016-17 and 2017-18. (Enclose Documentary Evidence). | |
| 14. | Name & Address of the Departments/ Ministries and other organizations where, taxies are being provided by the bidder at present. Enclose Documentary evidence. | |
| 15. | 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) | | | | | | |
| 6. | Charges from taxi stand to NIEPA | | | | | | |

Monthly Basis

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|---------------------------------|---|
| 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)