

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE PUNE

<http://rcpune.ignou.ac.in/>

F.No. IG/PRC/Taxi/2018

Date: 16/01/2018

To,

M/s.....  
.....  
.....

**Sub: Hiring of taxi for IGNOU Regional Centre Pune on monthly/ daily basis.**

Sir / Madam

Sealed tenders under two bid systems are invited for hiring of taxi service for IGNOU Regional Centre Pune 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 envelop should reach the following address positively on or before 3.00 PM. on 09/02/2018

To,  
The Regional Director  
Indira Gandhi National Open University  
Regional Centre Pune  
First floor, M.S.F.C. Building  
270, Senapati Bapat Road,  
Pune- 411016.

Yours sincerely,



Sr. Regional Director  
IGNOU RC Pune

**Encl: Terms & Conditions**



### **Tender documents 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 Pune 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 : 3.00 P.M. on 09/02/2018**

**Date and time for opening Technical Bids : 3.30 P.M. on 09/02/2018**

**Date and time for opening Financial Bids : 4.00 P.M. on 09/02/2018**

1. Under the contract, the vehicles will be required as follows:
  - i) Non-AC vehicle on monthly basis for a package of 1000KM (as per RC's requirement) for 4 hrs./per day 40 km including driver, fuel, maintenance, etc.
  - ii) 25 days in a month
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 AC Vehicles.
4. The vehicle should not be more than 3-5 years old and should be in excellent condition.
5. Vehicle should be parked at the Regional Center at the above address during the assigned slot of 4 hours. If not parked at the Regional Centre, distance run from office to garage will not be considered for payment.
6. The normal working hours of IGNOU Regional Centre Pune is 9.30A.M. to 6.00 P.M., five days a week. However, the vehicle can be requisitioned beyond office hours and on 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 Pune. 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 Pune with regard to the operation of the vehicle, due to the 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.
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 repairs an alternate vehicle shall be provided for the interim period, giving prior intimation to the IGNOU 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 times of any day.
16. The agency will ensure that entries in the log sheets are made correctly with complete details of journeys performed like timing, places visited, purpose of journey, Number of KMs. ( including opening & 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 log book.
17. Payment for the hiring of vehicle shall be made on monthly basis against submission of bills duly accompanied by the original log sheet certified by the authorized officer(s) who have used the vehicle. Bills shall be verified at the Regional Centre and payment shall be made through cheque within 10 days. Applicable TDS will be deducted on the bill, before releasing the payment.
18. The agency shall have to deposit Rs.10000/- as Earnest Money Deposit (EMD) by way of Bank draft of Nationalized Bank in favor of IGNOU payable at Pune. 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 rates may be quoted in the prescribed proforma, which should be inclusive of all taxes and other charges, if any.
21. The rates shall be written both in words and 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 charges for extra km, and hour. The lowest rates offered by any agency for any of the three charges will be offered to the agency quoting the lowest monthly rates.
23. As per circular No. 172/2013-ST dated 19/09/2013 issued by Centre Board of Excise & 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 based 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-I Technical Bid" and "Annexure-II Finance bid".
- b) **Annexure-I** complete in all respect along with the following enclosures should be put in a sealed cover super scribing "**Technical Bid for hiring of taxi services**".
  - i) DD for Rs.10000/- towards EMD
  - ii) Copy of PAN Card.
  - iii) Copies of RC books of vehicles.
  - iv) Copy of service tax/GST Registration Certificate, if registered.
  - v) Copies of present/ previous contract, if any.
- c) **Annexure-II** duly completed should be put in separate sealed cover super scribing "**Financial Bid for hiring of taxi services**".
- d) Both the covers containing Annexure I and 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 Senior Regional Director, IGNOU Regional Centre Pune so as to reach him on or before 09/02/2018 by 3.00 PM



26. The quotations received after the prescribed date and time shall not be considered.
27. Quotations will be opened on 09/02/2018 by the duly constituted Tender Opening Committee in the presence of the taxi providing agency or their representatives who may like to be present. The same will be opened even if the taxi providing agency are not present at the scheduled time.
28. The financial bids will be opened only for the technically qualified bidders.
29. Any attempt by any bidder 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 Pune reserves the right to accept or reject any or all the quotations without assigning any reason 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 thereof.
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 on Rs.100/- stamp paper incorporating all the terms and condition under which the IGNOU accepts its tender.
33. Further to the above, the agency shall submit an affidavit in the enclosed format on 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 the maximum of Rs.500/- per day.





INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE PUNE

Quotation for hiring of taxi

**Technical Bid**

Annexure- I

Details of Earnest Money Deposit Rs.10000/- ( 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 Registered/ Pvt. Ltd./ Other		
4.	Name of Proprietor/ Partner / Managing Director		
5.	Name of the contract person with telephone number		
6.	Service tax / GST 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
	a.		
	b.		
	c.		
10.	Details of vehicles owned/put in service by the agency (attach copies of RC)		
	Registration Number	Make & Model	Year of Manufacture
	a.		
	b.		
	c.		
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**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE PUNE

Quotation for Hiring of Taxi

**Financial Bid**

Annexure- II

Name of the taxi providing agency		Rate ( in figure and in words)	
Sl. No.	Particulars	For Non AC	For AC
1	i) Taxi on monthly basis Ambaasador / Indica or its equivalent car on monthly basis for 1000kms ( as per RC's requirement) for 4 hrs./ per day 40 km including driver & fuel	Rs...../- per month Rupees	Rs...../- per month Rupees
	ii) Daily Basis Ambaasador/ Indica its equivalent car on daily basis for 8 hrs and 80 kms per day including driver & fuel.	Rs...../- per month Rupees.	Rs...../- per month Rupees
	iii) Half day Basis Ambassador/Indica or its equivalent car on half day basis for 4 hrs. and 40 km.	Rs...../- Rupees	Rs...../- Rupees.
	iv) Outside City 250 Kms outside as well as local per day including driver & fuel.	Rs...../- Rupees	Rs...../- Rupees
2	i) Addition kilometer Rate	Rs...../- Rupees	Rs...../- Rupees
	ii) Addition hour rate	Rs...../- Rupees	Rs...../- Rupees
	iii) Night Stay Charges	Rs...../- Rupees	Rs...../- Rupees

Signature of the authorized person with date  
Name