

**Dr. S. Fiayaz Ahmed**  
**Regional Director**

To  
M/s

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

Sir/Madam.

Sealed tenders under two bid systems are invited for hiring of taxi service for Indira Gandhi National Open University (IGNOU) Regional Centre Hyderabad for a period of one year which can be further extended by mutual consent.

In case your firm/agency is registered with RTA Hyderabad/ Rangareddy for providing taxi services and interested to participate in the tender, please submit 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 following address positively on or before **05.00 pm on 06<sup>th</sup> April, 2017.**

**Regional Director**  
**IGNOU Regional Centre,**  
**Plot No 207, Kavuri Hills Phase-II,**  
**Near Madhapur Police Station**  
**Jubilee Hills P.O**  
**Hyderabad, PIN- 500 033**  
**Telangana State**

Yours sincerely,

**Regional Director**  
**IGNOU Regional Centre Hyderabad**

**Encl:** Term & Conditions, Formats

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**REGIONAL CENTRE:: HYDERABAD**

(Plot No 207, Kavuri Hills Phase-II, Near Madhapur P.S, Jubilee Hills P.O, Hyderabad – 33)

F. No. IG/RC-01/F&A/Taxi/17/

Date:16-03-2017

**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, Hyderabad, Telangana State is inviting sealed quotations from reputed taxi agencies which are duly authorized to operate such services and inter-state services, and having **Indica/Maruti/Other mini segment** cars etc, for providing taxi for official use of the Regional Centre Hyderabad on the following terms and conditions:

<b>Last date and time for submission of quotation</b>	<b>:</b>	<b>06-04-2017 before 05.00 pm (Thursday)</b>
<b>Date and time for opening Technical Bids</b>	<b>:</b>	<b>07-04-2017 (11.00 am) (Friday)</b>
<b>Date and time for opening Financial Bids</b>	<b>:</b>	<b>07-04-2017 (2.30 pm) Friday)</b>

1. Under the contract, the vehicles will be required as follows;
  - i. Non-AC vehicle on monthly basis for a package of **2000 Km for 12 hrs./ per day** including driver, fuel, maintenance, permits, etc.
  - ii. Non-AC vehicle on full/half day basis for 08 hours/80 Kms or 04 hrs/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 other Non-AC Vehicles.
4. The vehicle offered for hire on monthly basis should not be more than 3-5 years old and should be in excellent condition.
5. Vehicle should be parked at Regional Centre office at above address during the assigned slot of 12 hrs. 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 Hyderabad, Telangana State is from 9:30 am to 6:00 pm, 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, Hyderabad, Telangana State. 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, Hyderabad, Telangana State 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 time 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 coming & 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 the 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.5000/- (Rs Five thousands only)** as Earnest Money Deposit (EMD) by way of Bank Draft of Nationalized Bank in favour of IGNOU payable at Hyderabad, Telangana State. 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 as on date of quotation.
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 Central 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 respects along with the following enclosures should be put in a sealed cover super scribing "**Technical Bid for hiring of taxi services**".
1. DD for Rs.5000 towards EMD.
  2. Copy of Registration with RTA/RTO for providing taxi services
  3. Copy of PAN Card.
  3. Copy of RC books of vehicle offered for monthly taxi.
  4. Copy of service tax Registration Certificate, if registered.
  5. Copies of present/previous contracts, if any.
  6. An affidavit on Rs.50/- non-judicial stamp paper (**Annexure-III** as per clause 33).

- c) **Annexure-II** duly completed should be put in a 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 Regional Director, IGNOU Regional Centre, Hyderabad Plot No- 207, Kavuri Hills, Phase-II, Near Madhapur Police Station, Jubilee Hills P.O, Hyderabad, PIN 500 033, Telangana State**, so as to reach on or before 05.00 pm on **06-04-2017 (Thursday)**.
26. The quotations received after the prescribed date and time shall not be considered.
27. Quotations will be opened on 07-04-2017 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 agencies are not present at the scheduled time.
28. The financial bids 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 bids by Post/fax/phone/email.
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, Hyderabad, Telangana State 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 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 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-Annexure-III** 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 the maximum of Rs. 500 per day.
38. Failure to provide the service and/or stoppage of service without giving advance notice as mentioned above cause cancellation of the contract and forfeiture of the performance security.
39. Tender once submitted, it would be presumed that the tenderers have understood and accepted all the terms and conditions. No inquiry, verbal or written shall be entertained in respect of acceptance/rejection of the tender.
40. In case of any dispute parties shall resolve the dispute by mutual discussions within a period of 30 days failing which regular courts under whose jurisdiction the Regional Centre is located only will have the jurisdiction to adjudicate upon the matter.

**Sd/-**  
**Regional Director**

**IGNOU**  
**Regional Centre: Hyderabad**  
 Quotation for hiring of taxi- **TECHNICAL BID**

Details of Earnest Money Deposit Rs.5000 (Please attach the DD with this form)		DD No.:	
		Dated:	
		<b>Bank:</b>	
1.	Name of the tenderer/ agency (in block letter)		
2.	Address with Telephone No.		
3.	Whether Regd./Pvt. Ltd./Other		
4.	Name of Proprietor/Partner/Managing Director		
5.	Name of the Contact person with telephone no.		
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/Client		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/RTA 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 authorised person with date**

**Name of authorised**

**Office stamp/Seal of the Agency**

**IGNOU**  
**Regional Centre-Hyderabad,**  
 Quotation for hiring of taxi-**FINANCIAL BID**

<b>Name of the taxi providing agency</b>		
<b>Sl. No.</b>	<b>Particulars</b>	<b>Rate (in figures and in words)</b>
1.	(i) <b>Non AC taxi on monthly basis Indica/Maruti / Mini Taxi / Non AC</b> car on monthly basis for 2000 kms for 12 hrs./per day including driver & fuel etc.	Rs ...../- per month Rupees.....
	(ii) <b>Daily Basis Indica/Maruti / Mini Taxi / Non AC</b> car on daily basis for 08 hrs and 80 Kms per day including driver & fuel.	Rs ...../- per day Rupees.....
	(iii) <b>Half Day Basis Indica/Maruti / Mini Taxi / Non AC</b> car on half day basis for 04 hrs and 40 Km.	Rs ..... /- Rupees.....
	(iv) <b>Outside City</b> 250 Kms outside as well as local per day including driver & fuel.	Rs ..... /- Rupees.....
2	(i) Addition Kilometre Rate	Rs ..... /- per km Rupees.....
	(ii) Additional Hour Rate	Rs ..... /- per hour Rupees.....
	(iii) Night Stay Charge	Rs ..... /- per night Rupees.....

**Signature of the authorised person with date**

**Name of authorised**

**Office stamp/Seal of the Agency**



**AFFIDAVIT**

(To be submitted on non-judicial stamp paper of Rs. 50- duty certified by notary public)

I \_\_\_\_\_ S/o \_\_\_\_\_, aged \_\_\_\_\_ years, R/O \_\_\_\_\_ do hereby solemnly affirm and declare as under:

1. That I am the Proprietor / authorised signatory of M/s \_\_\_\_\_ having Head Office / Registered Office at \_\_\_\_\_.
2. That the information / documents / Experience certificates submitted by M/s \_\_\_\_\_ along with the tender for **“Quotation for hiring of taxi services”** in IGNOU are genuine and true and nothing has been concealed.
3. That I will adhere to the time schedule and are in possession of required infrastructural facilities to the quantum of paper asked by the University in the tender document.
4. I shall have no objection in case IGNOU verified them from issuing authority (ies), I shall also have no objection in providing the original copy of the document(s), in case IGNOU demands it for verification.
5. I hereby confirm that in case any document, information & or certificate submitted by me is sound to be incorrect / false/ fabricated, IGNOU at its discretion may disqualify / reject my application for this tender out rightly and also debar me / M/s \_\_\_\_\_ from participating in may future tenders.
6. I hereby confirm that there is no vigilance / CBI case pending against the firm / supplier and the firm has not been blacklisted in the past in any institution of the country.

**DEPONENT**

I, \_\_\_\_\_ the proprietor / authorised signatory of M/s \_\_\_\_\_ do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified that \_\_\_\_\_ this \_\_\_\_\_ day  
Of \_\_\_\_\_

**DEPONENT**

**(Signature & Seal of Notary)**