Hiring of Taxi Vehicles

Jiwaji University, Gwalior invites sealed Tenders from the Taxi Provider Agencies. The Tender document may be obtained from the Office of The Store Department of Jiwaji University Gwalior. Rs. 500/- during office hours on payment of Rs.500/- in the form of Demand Draft/Banker’s cheque in favour of THE REGISTRAR, Jiwaji University Gwalior, payable at Gwalior. For detailed terms and conditions, visit website www.jiwaji.edu. Tender form may also be downloaded from the same website. Cost of tender document, if downloaded from the websites is to be deposited in form of DD/Bankers cheque along with the tender, failing which tender will be rejected.

The tender form completed in all respects (sealed) should reach to THE REGISTRAR, Jiwaji University, Gwalior latest by 31st March 2013 at 3 pm. Either by speed post or to be put in the drop box kept in the university office for this purpose.
TENDER
FOR
RATE CONTRACT
FOR
PROVIDING TAXI VEHICLES
FOR
JIWAJI UNIVERSITY
GWALIOR

THE REGISTRAR
JIWAJI UNIVERSITY
GWALIOR

Website :
www.jiwaji.edu
JIWAJI UNIVERSITY
GWALIOR

No./Store/13/123 Date : - 22.02.13

HIRING OF TAXI VHCILES

JIWAJI UNIVERSITY, GWALIOR invites sealed Tenders from the Taxi Provider Agencies. The Tender document may be obtained from the Office of The Store Department of JIWAJI UNIVERSITY Gwalior Rs. 500/- during office hours on payment of Rs.500/- in the form of Demand Draft/Banker’s cheque in favour of THE REGISTRAR, JIWAJI UNIVERSITY GWALIOR, payable at GWALIOR. For detailed terms and conditions, visit website www.jiwaji.edu. Tender form may also be downloaded from the same website. Cost of tender document ,if downloaded from the websites is to be deposited in form of DD/Bankers cheque along with the tender, failing which tender will be rejected.

The tender form completed in all respects (sealed) should reach to THE REGISTRAR, JIWAJI UNIVERSITY, GWALIOR latest by 08.03.13 at 3 pm. Either by speed post or to be put in the drop box kept in the university office for this purpose.

REGISTRAR.
JIWAJI UNIVERSITY
Gwalior

TENDER FORM
FIRM'S DESCRIPTION

1. Name of the Firm …………………………………………………………………………………

2. Address of Office …………………………………………………………………………………

3. Telephone No. …………………………………………………………………………………

4. Fax No. …………………………………………………………………………………

5. Email …………………………………………………………………………………

6. (a) Name and designation of the Chief Executive of the firm who would be responsible for providing vehicles ……………………………………………………………

7. Tender Cost of Rs. 500/- deposited vide Receipt No. ………………….. dated ………………….. if document downloaded from the website tender fee enclosed vide DD/Banker cheque no. …………………..

8. Earnest Money Rs.10000/- enclosed vide DD/Banker's cheque No. ………………….. dated ………………….. drawn on ………………….. (Name of the Bank)

9. Service Tax Registration No. …………………………………………………………………

10. Permanent Account Number of Income Tax. ……………………………………………

11. Shop Establishment certificate date & number ……………………………………………

Signature of the Tenderer
TECHNICAL TENDER FORM
TERMS AND CONDITIONS FOR RATE CONTRACT

1. JIWAJI UNIVERSITY GWALIOR. Invites bids for rate contract for hiring of vehicles (taxis). Approximately three to five vehicles will be hired on rate contract for local and outside the GWALIOR as an when required.

2. The tender must be submitted in sealed cover addressed to THE REGISTRAR, JIWAJI UNIVERSITY GWALIOR,

3. The tender should be submitted in the prescribed tender form.

4. Tenderer may also download the tender document (in full) available in website: www.jiwaji.edu for participation of the tender process. The printout of the downloaded tender document from the website shall be taken on A-4 size paper and the details are to be entered as per the requirement of the tender.

5. The cost of the tender document downloaded from the website is required to be deposited as a separate DD/Payorder of Rs. 500/- at the time of submission of tender failing which tender will be rejected. The DD/Payorder shall be drawn in favour of THE REGISTRAR, JIWAJI UNIVERSITY, payable at Gwalior.

6. The tender will be opened as per schedule indicated on the Tender Form. The tenderer are at liberty to be present at the time of opening the tenders.

7. The tenderer who is registered under the service Tax Act and Shops & Commercial Establishment Act prevalent in the state (wherever applicable), where his business is located, shall be eligible to tender. Photocopies to be enclosed herewith.

8. The tenderer shall submit the photocopy of Permanent Account Number and Income Tax Return receipts for last three assessment years 2010-11, 2011-12, 2012-13.

9. The bidder will submit the Technical and Financial bids in two separately sealed envelops, of which one is to be marked as "Technical Bids for Rate Contract for Providing Taxi Vehicles" containing the following documents.

   a. “Technical Tender Form” and "Terms and Conditions of the Tender” duly signed on each page by the tenderer.

   b. Earnest Money of Rs.10000/- (Rupees Twenty thousand only) in the form of Demand Draft payable at Gwalior in favour of “ THE REGISTRAR ,JIWAJI UNIVERSITY, Gwalior.”
c. Receipt of Rs.500/- as cost of tender form, or demand draft/pay order if downloaded from website.
d. Photocopies of Registration certificates of vehicles.
e. Work Orders of executing works of similar nature (atleast 5 in number executed in 2011-12 and 2012-13).
f. Service Tax registration copy.
g. Copy of permanent account number.
h. Documents regarding Annexure-I
i. The declaration should be given by the tenderer while submitting the tender as a separate Annexure – "II":

Any other documents, if not covered under any of the above, shall also be put inside this technical bid envelope. Each of above documents should be assigned a serial number which should be mentioned on the top right hand corner of the corresponding document. A Summary of these enclosures should be prepared in a tabular form.

10. The second envelop will be sealed and marked as "Financial Bid for Rate Contract for Providing Taxi Vehicles", which will contain ONLY 'Financial Tender Form' duly filled in and signed by the tenderer. NO OTHER DOCUMENT would be placed in this envelope.

11. Both these separately sealed envelops will be placed in a third one (big one) envelop, which may be called the container envelop, and it will also be sealed, marked as "Tenders for Rate Contract for Providing Taxi Vehicles"

12. The big one envelope (container envelop) containing both the envelopes of technical bid will be opened on 12.03.13 at 3.30 PM at JIWAJI UNIVERSITY Gwalior. Willing bidders may also be present at the time of opening this container envelop as well as at the time of opening technical bids.

13. The financial bids of only those bidders will be opened who are found technically eligible in evaluation of technical bids.

14. The rates must be written both in words and figures in the Financial Bid.

15. Erasers, alterations or overwriting, if any, should be legible and signed by the tenderer.

16. The rates quoted shall be valid for one year w.e.f. the date of agreement and would be binding upon the tenderer.

17. The tenderer should sign the tender at each page as a token of his acceptance of all the terms and conditions of the tender.

18. The tenderer must be accompanied by an earnest money (Rs.10000/-) as indicated in the tender form, without which it will not be considered. The amount should be deposited in the form of crossed demand draft/pay order drawn in favor of 'THE REGISTRAR, JIWALI UNIVERSITY , GWALIOR'. Amount in any other form
shall not be accepted. The earnest money shall be refunded to unsuccessful tenderer after final acceptance of the tender.

19. If the successful tenderer deviates from his offer or offers new terms after opening of the tender, his earnest money is liable to be forfeited.

20. The successful tenderer will have to execute an agreement with The Jiwaji University on Stamp Paper. The Earnest Money will be refunded after the completion of rate contract period. This will be a security deposit.

21. The successful tenderer shall provide Taxi-Vehicle on the tender approved rates as and when required by the The Jiwaji University for travel local and outside Gwalior.

22. The Taxi Vehicles to be provided for local and out stations journeys should be of the year 2009 or later and should be fit for undertaking journey.

23. Experience of at least five works of similar nature in any organization is essential during 2011-12 and 2012-13 in last two years. Work orders must be attached with technical bid. The rate on orders may be covered with whitner.

24. The successful tenderer shall provide the Taxi Vehicle on all working days or on holiday as required by the The Jiwaji University or any other time as directed by the The Registrar, Jiwaji University Gwalior or an Authority of the university. In case the taxi vehicle will not be provided by the tenderer as per the demand of JIWAJI UNIVERSITY on any day, Rs. 500/- will be deducted from the contractors outstanding bill. No extra charge will be given by the The Jiwaji University for requirement of vehicle on Holiday.

25. The successful tenderer shall provide the Taxi Vehicle as per the requirement of the The Jiwaji University. In case of failure to provide the same, the The Jiwaji University shall be free to hire Taxi Vehicle from any other agency, and if the rates charged are higher than the approved rates, the same shall be recovered from the successful tenderer, out of pending bills of the tenderer; or, from the security money deposited with the The Jiwaji University. Once this amount totals more than the security deposit his tender shall stand cancelled unless he deposits the security money again.

26. The Driver of the taxi Vehicle should have permanent driving license issued by the Competant Transport Officer and should be in proper uniform, and well behaved. In case the Vehicle Driver is reported to be not fulfilling these conditions or is found intoxicated, the taxi vehicle will be returned and alternative vehicle at the cost of successful tenderer will be hired.

27. The claim of payment of Taxi Vehicle provided shall contain details of model of Vehicle provided and certificate to be signed by the officer using the taxi indicating mileage traveled and that the driver was in proper uniform and well behaved.
28. Contractor shall provide taxi with full tank of fuel.

29. In the event of a disagreement between the The Jiwaji University and the approved Tenderer the matter will be referred to the THE Vice Chancellor, Jiwaji University, whose decision shall be final.

30. The time specified for providing Taxi Car shall be deemed to be the essence of the contract and approved Contractor shall have to arrange Taxi Vehicles as per requirement within that time.

31. The contract shall not be assigned or sub-let to any other agency. The Jiwaji University however, reserves absolute right to inspect the Taxi Vehicle provided to the The Jiwaji University.

32. All the Taxi Vehicles shall strictly be in conformity to the specifications laid down in the tender form. The vehicles must be registered as Taxi with the competent authority. This should invariably confirmed on every bill submitted with registration number.

33. The Jiwaji University reserves the right to accept any tender not necessarily lowest and to reject any or all tender(s) without assigning any reason and accept any tender for all or any or more of the Taxi Vehicle for which tender has been given.

34. All rates quoted must be for providing Taxi Vehicles at required place or at Gwalior. The rates should also be inclusive of all taxes, if any. Actual Toll Tax and parking charges only shall be payable extra.

35. Contractor shall submit running Account Bills/running bills in triplicate for the work done along with all relevant documents i.e. certified log book/log sheet to The Jiwaji University. The payment for the bills shall be made through Account Payee Cheque.

36. Income and other applicable taxes (if any) at the prescribed rate shall be deducted at source from the monthly Running Account Bills/Running Account Bills of the agency as per the Income Tax Act and Rules framed thereunder. Necessary certificate of deduction of Income Tax at source shall be issued and furnished to the contractor. Any other taxes duties imposed by Govt/Local authorities shall be born by the contractor.

37. Termination of contract: The performance of the contractor shall be reviewed weekly. If it is found that the performance of the contractor is not to the satisfaction or not to the requirement of the JIWAJI UNIVERSITY, then the The Jiwaji University shall be entitled to terminated the contract by giving 7 days notice at the risk and cost of the tenderer.
38. The registration number of Taxis should be provided by the tenderer on demand as and when required by The Registrar, Jiwaji University, Gwalior.

39. All legal proceedings, if any, arising out of this tender shall have to be lodged in courts with jurisdiction in Gwalior City only.

REGISTRAR

Certificate

I/We_________________________________ have carefully read, understood and accept the above terms and conditions of the tender.

Signature of the tenderer
with seal of the fir
ANNEXURE "I"

Registration Document Regarding Tender

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Make of the vehicle, which will be provided for JIWAJI UNIVERSITY office</th>
<th>Registration no.</th>
<th>Name of owner</th>
<th>Whether Registration certificate is inclosed Yes/No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

☐ Photocopies of Registration certificates of at least five vehicles must be enclosed

Signature of the tenderer with seal of the firm
ANNEXURE "II"

UNDERTAKING

1. I ……………… S/o ……………………………. Permanent resident of _do hereby solemnly affirm and declare as fol!ows:-

2. That I am a citizen of India by birth and permanent resident of the aforesaid locality.

3. That I am one of the Directors / partner/sole-proprietor of M/s ………………..
   Having in registered and authorized to sign the tender and other related documents.

4. That the aforesaid firm is dealing in transportation work in various organizations and have good reputation .

5. That I do hereby declare that M/s ………………is
   free from vigilance enquiries and not black listed - by any National / State Department.

6. That the statements made in this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed herein.

7. The details and documents attached with the tender are correct. And I sign this affidavit on the ……………….. day of 2011, at ……..

Identified by me .......................................................... Deponent

To be attested by Notary
Public
JIWAJI UNIVERSITY GWALIOR

FORM:2 Financial Bid for Local and Outside Journey

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Type of Vehicle</th>
<th>Model</th>
<th>Rates for Local Journey Per Km/Min. Hrs./Min. Rates</th>
<th>Rates for outside Journey Per Km/Min. Hrs./Min. Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non A.C.</td>
<td>A.C.</td>
<td>Non A.C.</td>
<td>A.C.</td>
</tr>
<tr>
<td>Charges per Day</td>
<td>Charges per Day</td>
<td>Charges per Day</td>
<td>Charges per Day</td>
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</table>

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7 A- Drop/pickup from university / residence of an office or faculty in
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gwalior. To/from the railway station. (maximum waiting 30 minutes. B- waiting charge / 30 minutes there of :-</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A- Drop/pickup from university / residence of an office or faculty. To/from the airport. (maximum waiting 30 minutes. B- waiting charge / 30 minutes there of :-</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Halting Charges for out side journey:-**

1. The above rates inclusive of all taxes. Actual Toll Tax and parking charges only shall be payable extra.

Signature of the tenderer with seal of the firm