

F. N. IG/RC-TVM/28/14-15

Dated : -08-2014

QUOTATION NOTICE –HIRING OF STAFF CAR

Indira Gandhi National Open University (IGNOU) is a central university established by an act of Parliament, having its headquarters at Maidangarhi, New Delhi and Regional Centres in all states of the country. The Regional Director, IGNOU Regional Centre, Thiruvananthapuram is inviting sealed quotations from reputed car rental agencies, duly authorized to operate such services and inter-state services, and having Ambassador /Indica cars, for providing car for official use of the Regional Centre on the following terms and conditions:

Date and time for submission of quotation : 02.00 PM on 10th September, 2014

Date and time for opening the quotation : 02.30 PM on 10th September, 2014

1. Under the contract, vehicles will be required –

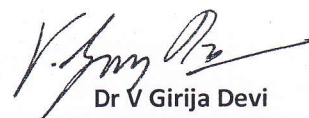
- i. Non-AC vehicle on **monthly** basis for a package of **2000 kms. and 12 hrs. daily**
 - ii. AC / Non-AC vehicles on **daily / half day** basis for **08 hours 80 kms. / 04 hours 40 kms** per day.
2. The agency should ensure that in addition to the vehicle on monthly basis, additional vehicles are provided to IGNOU as per requirement on daily / half day basis, as and when requested.
 3. The University may require Non-AC and / or AC vehicles.
 4. The vehicle should not be more than two years old and should be in excellent condition.
 5. The vehicle on monthly basis should be made available on a full-time basis to the IGNOU Regional Centre, Trivandrum.
 6. Vehicle should be parked at Regional Centre at the above address. If not parked at the Regional Centre, distance run from office to garage will not be considered for payment.
 7. The normal working hours of IGNOU Regional Centre, Trivandrum is 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. Four days weekly off will be given in a month at the convenience of Regional Centre.
 8. A permanent driver shall be deputed by the agency for the car hired on monthly basis.
 9. The vehicle and driver shall not be changed frequently. If done, advance intimation shall be given to the IGNOU Regional Centre. The vehicle and the driver should be in such condition so as to undertake long trips both within and outside the state as and when needed.
 10. All documents and records pertaining to the vehicle should be perfect and current.
 11. Personal documents of the driver should be up-to-date in all matters. He should be well dressed, well mannered and punctual.

क्षेत्रीय केन्द्र तिरुवनंतपुरम
Regional Centre, Thiruvananthapuram
Phone : 0471-2344113 Fax : 0471-2344121
Email : rctrivandrum@ignou.ac.in

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Rajadhani Complex, Opp. PRS Hospital
Killippalam, Karamana P.O., Thiruvananthapuram
Kerala – 695 002 www.ignourctrivandrum.ac.in

12. He should be able to speak, read and write in Malayalam / English, having the ability to understand English and Hindi.
13. Any loss to the IGNOU Regional Centre, Trivandrum with regard to the operation of the vehicle, due to the negligence of the driver or the car rental agency, the car rental agency shall be responsible and will be liable for the damages. IGNOU has no responsibility or liability in case of any damage if ever caused to the vehicle or by the vehicle during the contract period.
14. In case of any accident, the owner shall do all the repairs without any liability to the IGNOU Regional Centre.
15. The car rental agency shall maintain the vehicle regularly without any liability to IGNOU. If the vehicle 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.
16. The owner 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.
17. 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 etc. and signature of the officer using the vehicle are obtained immediately after the journey is over.
18. 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.
19. The rules applicable vide notification NO.CP. 48/98 dated 03-11-1998 by the Transport Department, Government of Kerala shall be followed for all conditions not stipulated by the condition mutually agreed upon.
20. The agency shall have to deposit Rs.7500/- as earnest money deposit (EMD) (2.5% to 5% of specific estimated value as per University finance code) by way of Bank Draft of Nationalized Bank in favour of IGNOU payable at Trivandrum. 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.
21. The rate (s) may be quoted in the prescribed proforma, which should be inclusive of all taxes and other charges, if any.
22. The rates shall be written both in Words and Figures. If there is 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.
23. The monthly contract rate will be finalised after taking into account the rates quoted by all bidders for monthly charges and 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.
24. As per circular No.172/7/2013-ST dated 19.9.13 issued by Central Board of Excise & Customs, Ministry of Finance, GOI, educational institutions are exempted from payment of service tax.
25. 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.
- 26. Submission of Quotation**
 - a) The bid document is divided into two parts : **"Annexure I – Technical Bid"** and **"Annexure II – Financial Bid"**.

- b) **Annexure I** complete in all respect along with the **following enclosures** should be put in a sealed cover superscribing **"Technical Bid for hiring taxi services"**.
- DD for Rs. 7500/- towards EMD
 - Copy of PAN Card
 - Copies of RC books of vehicles
 - Copy of Service Tax Registration Certificate, if registered.
 - Copies of present / previous contracts, if any.
- c) **Annexure II** duly completed should be put in a separate sealed cover superscribing **"Financial Bid for hiring taxi services"**.
- d) **Both the covers** containing Annexure I and Annexure II should be put in a third sealed cover superscribing **"Quotation for hiring taxi services"**.
- e) Quotation as above is to be submitted to **the Regional Director, IGNOU Regional Centre, Rajadhani Shopping Complex, Killippalam, Karamana P.O, Trivandrum-2, so as to reach him by 02.00 PM on 10th September, 2014.**
27. The quotations received after the prescribed date and time will not be considered.
28. Quotations will be opened on **10th September, 2014 at 02.30 pm** by the duly constituted Tender Opening Committee in the presence of the owners or their representatives who may like to be present. The same will be opened even if the owners are not present at the scheduled time.
29. The financial bids will be opened only for the technically qualified bidders. They will be formally informed about the time and date of opening of financial bids by post / fax / phone / email.
30. 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.
31. The Regional Director, IGNOU Regional Centre, Trivandrum reserves the right to accept or reject any or all the quotation without assigning any reason thereof.
32. 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 need be given therefore.
33. 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 further period beyond one year.
34. Tender once submitted, it would be presumed to 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.
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 thereof be entertained what so ever.
37. In case of any dispute, the decisions of the Regional Director, IGNOU Regional Centre, Trivandrum shall be final.


Dr V Girija Devi
(Regional Director)

To :

As per List

IGNOU

Regional Centre, Thiruvananthapuram

Quotation for hiring taxi - Technical Bid

Details of Earnest Money Deposit Rs. 7500/- (Please attach the DD with this form)		DD No. :	Dated
		Bank :	
1.	Name of the Car Rental Agency (CRA) (in block letters)		
2.	Address of the CRA 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	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

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 document are not complied with, the contract is liable for cancellation.

(Office seal)

Signature of the authorised person with date
Name :

IGNOU

Regional Centre, Thiruvananthapuram

Quotation for hiring taxi - Financial Bid

Name of the Car Rental Agency					
Sl. No.	Particulars		Rate (in figures and in words)		
1.	(i)	Non AC Car on Monthly Basis Ambassador / Indica Non AC car on monthly basis for 2000 kms and 12 hrs. daily	Rs. /- per month (Rupees)		
	(ii)	Daily Basis Ambassador / Indica car on daily basis for 08 hrs and 80 kms per day	Non AC Car : Rs. /- per day (Rupees)		
			AC Car : Rs. /- per day (Rupees)		
	(iii)	Half Day Basis Ambassador / Indica car on half day basis for 04 hrs and 40 kms	Non AC Car : Rs. /- (Rupees)		
			AC Car : Rs. /- (Rupees)		
2.	(i)	Additional Kilometer Rate	Non AC Car : Rs. /- per km (Rupees)		
			AC Car : Rs. /- per km (Rupees)		
	(ii)	Additional Hour Rate	Non AC Car : Rs. /- per hour (Rupees)		
			AC Car : Rs. /- per hour (Rupees)		
	(iii)	Night Stay Charges	Rs. /- per night (Rupees)		
	3.	Vehicles on daily call basis		Innova	Tavera / Xylo
(i)		Rate for 08 hrs and 80 kms per day	₹	₹	₹
(ii)		Additional per Kilometre rate	₹	₹	₹
(iii)		Additional per Hour rate	₹	₹	₹
(iv)		Night Stay Charges	₹	₹	₹

(Office seal)

Signature of the authorised person with date
Name :