

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE, RAJADHANI BUILDING  
KARAMANA, TRIVANDRUM - 695002**

F.No. IG/RC/TVM/Taxi/2016  
Dated 6<sup>th</sup> April 2017

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub : Hiring of taxi for Regional Centre ,Trivandrum on monthly/daily basis**

Sir/Madam,

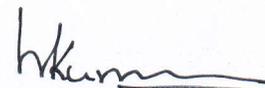
Sealed tenders under two bid systems are invited for hiring of taxi service for the Regional Centre, Trivandrum for a period of one year which can be further extended by mutual consent. In case your firm/agency is interested, please give your rates in sealed covers in the enclosed proforma.

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 cover should reach the following address positively on or before **02.00 Pm., 26.04.2017**

Regional Director  
IGNOU Regional Centre  
Rajadhani Complex,  
Killipalam, Karamana P.O,  
Trivandrum – 695002.

Yours faithfully,



**Regional Director**

## Annexure I

IGNOU  
Regional Centre, Thiruvananthapuram  
Quotation for hiring taxi - Technical Bid

	Details of Earnest Money Deposit Rs .7500/- (Please attach DD with this form)	DD No. : Dated : Bank :
1.	Name of the Tenderer/agency (in block letters)	
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	
	<i>Name of the firm</i>	<i>Name &amp; Telephone no. of contact person</i>
		<i>Contract period</i>
10.	Details of vehicles owned / put in service by the agency (Attach copies of RC)	
	<i>Registration No.</i>	<i>Make &amp; Model</i>
		<i>Year of Manufacture</i>
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 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

<b>Name of taxi providing Agency</b>		
Sl. No.	Particulars	Rate (in figures and in words)
(i)	<b>Non AC taxi on Monthly Basis</b> Ambassador / Indica Non AC car on monthly basis for 2000 kms/(as per RC's requirement) for 12 hrs./per day including driver & fuel.	Rs. .... /- per month (Rupees ..... .....)
(ii)	Additional <b>Kilometer</b> Rate	Non AC Car : Rs. .... /- (Rupees ..... .....)
		AC Car : Rs. .... /- (Rupees ..... .....)
(iii)	Additional <b>Hour</b> Rate	Non AC Car Rs. .... /- per hour (Rupees ..... .....)
		AC Car : Rs. .... /- (Rupees ..... .....)
(iv)	Night Stay Charges	Rs. .... /- per night (Rupees ..... .....)
(v)	Any other charges	

Signature of the authorised person with date

(Office seal)

Name :

IGNOU  
Regional Centre, Thiruvananthapuram  
Quotation for hiring taxi - Financial Bid

Other Vehicle Hiring Charges

Name of taxi providing Agency				
3	Particulars	Innova	Tavera/Xylo	Indigo/Veritto/ Swift
(i)	Daily Basis- for 8 hrs and 80 kms per day including driver & fuel	Rs.	Rs.	Rs.
(ii)	Half day basis for 4 hrs and 40 kms	Rs.	Rs.	Rs.
(iii)	Additional Kilometer Rate	Rs.	Rs.	Rs.
(iv)	Additional Hour Rate			
(v)	Night stay charges			
(vi)	Any other charges			

Signature of the authorised person with date

Name :

(Office seal)

F. N. IG/RC-TVM/15-16  
Dated 6<sup>th</sup> April 2017

**Tender documents for hiring 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, Thiruvananthapuram 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** : 02.00 PM , 26.04.2017  
**Date and time for opening Technical Bids** : 02.30 PM , 26.04.2017  
**Date and time for opening Financial Bids** : Same day

**1. Under the contract, the vehicles will be required as follows:**

- i) Non-AC Vehicle on **monthly** basis for a package of 2000Km for 12 hrs./per day including driver,fuel,maintenance etc.
- ii) Non-AC/AC vehicle on full/half day basis for 08 hours/80 Kms or 04 hrs/40Kms 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 Non-AC /AC Vehicles. The vehicle provided on monthly basis should have inter-state permit as it will be and to visit Study Centres located in the Kanyakumari, Thirunelveli and Tuticorin districts of Tamilnadu.

4. The vehicle should not be more than 3-5 years old and should be excellent condition.

5. 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.

6. 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 also. Four days weekly off will be given in a month at the convenience of the Regional Centre.

Signature & Seal

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 Trivandrum. 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/Malayalam having the ability to understand English.
12. 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 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/DR 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.7500/- as earnest money deposit (EMD) 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.

**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 Govt.**

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 – 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**”.
  - i. DD for Rs.7500/-.towards EMD
  - ii. Affidavit on Rs.50/-non judicial stamp paper
  - iii. Copy of PAN Card
  - iv. Copies of RC books of vehicles
  - v. Copy of Service Tax Registration Certificate, if registered.
  - vi. Copies of present / previous contracts, if any.

Signature & Seal

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 of 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 on or before 02. 00pm , 21.12.2016.**

26. The quotations received after the prescribed date and time shall not be considered.

27. Quotations will be opened on 02..30 Pm on **26.04.2017** 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, Trivandrum reserves the right to accept or reject any or all the quotation 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 need 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 it tender.

33. Further to the above, the agency shall submit an affidavit in the enclosed format 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 forming to these requirements shall be summarily rejected and no correspondence in this regard shall be entertained.

Signature & Seal

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 maximum of Rs.500 per day.

38. Failure to provide the service and/or stoppage of service without giving advance notice as mentioned above can cause cancellation of the contract and forfeiture of the performance security.

39. 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.

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.

Signature

Name

Office Seal

## Check-List

1. RC should assess the requirement of taxi as under:
  - a)
    - i) Routine activities of RC
    - ii) Special Occasion (eg. Convocation, Orientation Programme, Coordinators Meet, Entrance Exams, Term End Exam, etc.)
    - iii) Visit to Local Study Centres/Institutions.
  - b) Assessment of requirement may be made on per day/per month basis and accordingly go for the economical options.
  - c) Then the Tender should be called for Non AC Vehicle for the ascertained KM, Extra km and extra hours night halt, etc. According to the requirement of RC.
  - d) Requirement of vehicle for within and outside city should clearly be mentioned in the Tender document.
  - e) Once the quotations are received, opened, then prepare comparative statement and draw Minutes which may include the basis of assessment of requirement for Taxi, the procedure followed, whether placed on RC's website or not. If not, the reason thereof, the relevant GFR rule, and special recommendations/justifications, if any, to be made owing to some specific tender conditions.
2. Hired taxi will be used for visiting the LSC/SC and for other official purposes of the RC within the jurisdiction of RC.
3. Regional Centre should ensure to enclose the following documents with the proposal before sending the same to RSD.
  - i) Quotations inviting letter specifying the requirement sent to the Regd. firms by Registered Post/Speed Post along with terms & Conditions.
  - ii) Quotations should be published on the websites of RC concerned and at IGNOU Hqrs and also on the Notice Board of the Regional Centre.
  - iii) Quotations are to be opened & examined by the approved Purchase Committee members only.
  - iv) Quotations from taxi operators as per terms of the specification prescribed by the University duly signed by the members of the Purchase Committee.
  - v) Comparative statement showing rates and total expenditure to be incurred (Duly signed by all members of Purchase Committee)
  - vi) Minutes of the Purchase Committee duly signed by all the members of the Purchase Committee.
  - vii) Photocopies of Logbook for the last six months duly signed by RD, if any vehicle had been used for the previous six months.
  - viii) EMD details.