

Tender Reference No.: GGSIPU/GA/Taxi Service/2018-19/



**TENDER DOCUMENT
FOR
“ENGAGEMENT OF AGENCY FOR THE PURPOSE OF
HIRING OF TAXIS”**

AT

Guru Gobind Singh Indraprastha University
[A State University under Govt. of NCT of Delhi]
Sector -16C, Dwarka, New Delhi - 110078

*Dy. Registrar (General Administration)
Room No. 36, Ground Floor, Administrative Block,
GGSIPU, Sector 16C, Dwarka, New Delhi 110078
Contact Nos. 011-25302138-39
Email: gaipudwarka@gmail.com*



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI- 110078
TEL. NO. – 011-25302138/25302139

NOTICE INVITING e-TENDER

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, e-tender is invited under Two-Bid system (Technical & Financial Bid) through e-procurement portal of GNCTD <https://govtprocurement.delhi.gov.in> from reputed transporters/fleet owners for engagement of agency for hiring of taxis on daily basis for Delhi NCR and Outstation for the usage of Guru Gobind Singh Indraprastha University, Dwarka, New Delhi.

- a) Estimated cost of work : Rs. 1,50,00,000/- (Rs. One Crore Fifty Lacs only)
- b) EMD : Rs. 3,00,000/-in the form of Demand Draft drawn in favour of Registrar, GGSIPU
- c) Time period : Initially for a period of 18 Months
- d) Last date of submission : **On 05/12/2018 up to 03.00 P.M.** and shall be opened on the same day **at 03.30 P.M.**

Tender document alongwith terms & conditions can be viewed/downloaded from e-procurement website i.e. <https://govtprocurement.delhi.gov.in> or University website www.ipu.ac.in. Any change/modification in the tender document shall be intimated through the above websites.

Deputy Registrar
General Administration Branch

INDEX

S. No.	Description	Page No.
1.	Notice--Inviting Tender	1-4
2.	Section-I--Instructions to Bidders	4-14
3.	Section-II--Information regarding Technical Eligibility (Annexure A, B, C, D, E, F, G & H)	15-23
4.	Section-III--Financial bid Part – I & Part – II (Annexure-I)	24-25



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16 C, DWARKA, NEW DELHI- 110078

TEL. NO. – 011-25302138, 139

Website: <http://ipu.ac.in>

NOTICE INVITING E-TENDER No. GGSIPU/GA/TAXI SERVICE/2018-19/

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, e-tender is invited under two bid system (Technical & Financial Bid) through e-procurement portal of GNCTD www.govtprocurement.delhi.gov.in from reputed Transporters/Fleet Owners for Engagement of Agency for the purpose of Hiring of Taxis on daily basis for Delhi NCR and Outstation for the usage of Guru Gobind Singh Indraprastha University. The tender document can also be downloaded from Delhi Govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in. The tender document can also be viewed on University website i.e. www.ipu.ac.in.

Name of Work	Engagement of Agency for the purpose of Hiring of Taxis on daily basis for Delhi NCR and Outstation for the usage of Guru Gobind Singh Indraprastha University.
Estimated cost of work	Rs. 1,50,00,000/- (Rs. One Crore Fifty Lacs only)
Earnest Money Deposit (EMD)	Rs. 3,00,000/- (Rupees Three Lac Only) in the form of DD/FDR in favour of Registrar, GGSIPU, Payable at Delhi
Time period	Initially for a period of 18 months
Last date and time of submission of Bid Online	On 05/12/2018 upto 03:00 PM and shall be opened on the same day at 03.30 P.M.
Validity of Tender	75 days from the last date of submission of tender
The bids shall be submitted in two stages viz. (i) Technical Bid (ii) Financial bid. The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in (No documents need to be submitted in hard copy other than EMD).	
Financial bid of the technically qualified bidders shall be opened after evaluation of Technical bid/time notified thereafter on e-tender website i.e. www.govtprocurement.delhi.gov.in	

SECTION - I

INFORMATION & INSTRUCTIONS TO BIDDERS

1.0 Introduction

The e-tenders are invited under Two-Bid system (Technical & Financial Bid) through e-procurement portal of GNCTD <https://govtprocurement.delhi.gov.in/> on behalf of the Guru Gobind Singh Indraprastha University from reputed & eligible agencies.

2.0 Scope of work:-

- 2.1 Providing taxis on daily basis and for within Delhi/NCR and outside Delhi/NCR (Outstation) on hire.
- 2.2 The vehicles (AC/Non AC) such as Hatchback/Sedan/SUVs etc. as and when required shall be provided by the firm.
- 2.3 Admission files, Examination material, various records, packaging materials & other material of Examination branch and Admission branch may also be carried in the taxis with the user/users.
- 2.4 The hiring of vehicles is at peak for exam activities during November-December End term Examination and during April, May, June End term Examination, CET, JAC & Academic Audit etc..

Approximate detail of the required vehicles is as under:

- i) End Term Examination November – December - Appox. 25-55 Vehicles per day for 30 - 40 Days
 - ii) End Term Examination April - May – June - Appox. 25-55 Vehicles per day for 30 - 40 Days
 - iii) CET Examination April - May – June - Appox. 25-250 Vehicles Saturdays & Sundays Only
 - iv) JAC & Academic Audit - Appox. 5-25 Vehicles per day for 30 - 40 Days
- 2.5 Vehicles hired/engaged for End Term Examinations, CET Examinations, Joint Assessment Committee (JAC) Cell Visits, Academic Audit Cell Visits etc. and Counselling, details of time and kilometres should be signed and verified by the individual user/branch officer.
 - 2.6 The bidder should be in a position to provide up to 150 taxis in a short notice say 12 hrs.

3.0 Definitions:-

- 3.1 **GGSIPIU** means Guru Gobind Singh Indraprastha University, Delhi.
- 3.2 **University** means Guru Gobind Singh Indraprastha University, Delhi.
- 3.3 **Bidder / Supplier** means the individual, proprietary firm, partnership firm, limited company private or public or corporation.
- 3.4 **Authority** means the Registrar, GGSIPU and his successor.
- 3.5 **“Year”** means “Financial year” unless stated otherwise.

4.0 Who can apply:-

- 4.1 Should have minimum 30 nos. of vehicles registered in the name of the firm or proprietor, as the case may be.

- 4.2 Should be registered with Transport Department of Delhi Government or Transport Department of any other State Government / Central Government / Central Government having its office / sub-office in Delhi as Taxi Operator for providing commercial taxi services. A duly attested copy of such certificates has to be provided alongwith technical bid.
- 4.3 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- 4.4 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 4.5 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 4.6 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- 4.7 Joint Venture/ Consortiums are accepted **“only for attachment of vehicles”**.

5.0 Bid Submission:

- (i) Following documents forming part of Technical Bid must be uploaded on e-procurement website and the EMD should only be submitted in the office by due date and time:
- (a) Copy of EMD in favour of Registrar, GGSIPU
 - (b) Letter of Transmittal as per “Annexure-A”
 - (c) Organizational Structure:- Legal Status of the Company/Agency with legal proof along with certified copies as per “Annexure-B”
 - (d) Annexure – C (duly filled)
 - (e) Copies of PAN No. and GST Registration No.
 - (f) Valid Registration No. of the Agency/Firm.
 - (g) Financial turnover duly audited, signed & stamped by a Chartered Accountant and counter signed by bidder to be submitted as per “Annexure-D”
 - (h) Profit and loss account duly signed, certified by Chartered Accountant to be uploaded as per “Annexure-D”.
 - (i) Proof of experience as stated in eligibility criteria supported by documents from the concerned organizations (Annexure E).
 - (j) List of minimum 30 vehicles/taxis not older than 2013, along with photocopy of their RC/fitness and permit owned by the contractor as per format at (Annexure-H).
 - (k) An undertaking to the effect that the agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency and ensure for fair trade practice as per (Annexure-F).
 - (l) Undertaking that drivers without any criminal / immoral back ground shall be provided.
 - (m) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
- (ii) The bidder shall submit “Earnest Money Deposit” in original in hard copy in an envelope.
- (iii) The envelop shall be addressed to Dy. Registrar (General Administration), Guru Gobind Singh Indraprastha University, Sector 16-C,Dwarka, New Delhi – 110078.
- (iv) The envelope containing EMD shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive. The envelope named **“Earnest Money**

Deposit” shall comprise of EMD amount of the tender document. The envelope containing EMD must be submitted on or before **05.12.2018 at 3:00 PM. Late bids shall be rejected.**

- (v) The **“Financial Bid”** must be uploaded on e-tender website i.e. www.govtprocurement.delhi.gov.in.
- (vi) The successful bidder will have to submit the self attested copies of all the documents uploaded for technical bid within 7 days of opening of financial bid.
- (vi) Conditions other than those laid down in the Tender document will not be entertained. Conditional tender shall be summarily rejected.

6.0 Earnest Money Deposit (Bid Security):-

6.1 EMD shall be accepted with a minimum validity of 3 months in the following forms and shall be in favour of “Registrar, GGSIPU”, payable at Delhi:-

- a) Bank Guarantee
- b) Fixed Deposit Receipt (FDR)

6.2 Tenders with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money may be retained and adjusted towards a part of the Performance Guarantee.

6.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest.

7.0 Technical Bid Evaluation Criteria: The **“Technical Eligibility Criteria”** prescribed as follows in respect of experience in similar class of works completed, Financial Turnover, Profitability and Valid Registration will first be scrutinized and bidder eligibility for the work will be determined. The agencies meeting the eligibility criteria as follows will be considered eligible in technical evaluation.

(i)	Should have Income Tax Registration (PAN No.), GST Registration No. and Valid Registration No. of the Agency/Firm (Attach copies of registrations).
(ii) (a)	Should have minimum average annual financial turnover of Rs. 50 Lacs (Rupees Fifty Lacs Only) in providing taxis on hire business during the immediate last three (03) financial years ending March 2018. Financial turnover duly audited, signed & stamped by a Chartered Accountant and counter signed by bidder to be submitted as per “Annexure-D” .
(b)	Should not have incurred losses in more than 02 years during last 05 financial years ending March 2018. Profit and loss account duly signed, certified by Chartered Accountant to be submitted as per “Annexure-D” .
(iii)	The bidder is eligible to submit the bid, provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the Competent Authority, of having satisfactorily completed similar works of magnitude in Central Govt/State Govt/PSU/Reputed MNC’s/Autonomous bodies/Local Bodies/Govt. Establishment. Agency should have satisfactorily completed three similar works each costing not less than Rs.60 lacs or two similar works costing not less than Rs. 75 lacs or one similar work costing not less than Rs. 1.20 crore during the last five years ending March 2018 as per “Annexure-E” . Similar work shall mean work of providing taxis on hire (Km/daily/monthly) basis.
(iv)	Should have minimum 30 Nos. vehicles/taxis in the name of Transporters/Fleet Owners not older than 2013, attach a list of minimum 30 vehicles/taxis along with photocopy of their RC/fitness and permit owned by the contractor as per format at “Annexure-H” .
(v) (a)	Should have not been blacklisted/debarred by any of Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency and ensure for fair trade practice. A declaration of fair business practice by the Bidder must be attached as per “Annexure-F” .
(b)	An undertaking should be attached that drivers without any criminal/immoral back ground shall be provided.
(c)	Copy of bid security in the form of Bank Guarantee/F.D.R. of Rs. 3,00,000/- should be attached.
(vi)	Joint Ventures shall not be accepted.

8.0 Opening of Financial Bid, Evaluation & Selection Criteria:-

- 8.1 The bids shall be opened online. The financial bids of only those bidders which qualify the initial eligibility criteria (Technical Bid) will be opened. The date and time of opening of financial bids shall be intimated later on.
- 8.2 After the Technical Evaluation of the Bids, the University will open the '**Financial Bids**' of all the bidders who have qualified in the **Technical Eligibility Criteria as per Clause 7**, at notified time, date and place in the presence of the qualified bidders or their representatives, if any. **The bidders quoted the lowest rates in each part of Financial Bids (as per Annexure – I i.e. Part – I and Part - II) shall be considered separately for award of each work.**
- 8.3 After due evaluation of the financial bid(s), on the basis of average of total rates quoted in each part of the Financial Bid, the University will award the contract separately to the lowest bidders of each part (i.e. Part – I & Part – II) after the rates of L1 are approved by the Competent Authority.

9.0 Marking of Bids:-

- 9.1 Each page of the Bid Document must be signed by the authorized signatory of the bidder.
- 9.2 Duly signed tender document alongwith all corrigendum, addendum issued, if any, should also be submitted as part of technical bid.

10.0 Bid Submission:-

- 10.1 The bids shall be submitted online on e-procurement portal-<https://govtprocurement.delhi.gov.in>.
- 10.2 No hard copies of technical bid are required and only EMD should be submitted in a sealed envelope super-scribing "Tender for empanelment of agencies for the purpose of hiring taxis on daily/monthly basis" in the office of Deputy Registrar (General Administration), Room No. 36, Administrative Block, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi-110 078 before or on the due date of submission of bid i.e. 05/12/2018.

11.0 Financial Bid:-

- 11.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in each part of the financial bid only which shall be submitted online. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed.
- 11.2 Taxes payable as per rules i.e. GST, Toll Taxes, State Taxes, Parking etc. to the agency will be paid separately.
- 11.3 The rates will be valid for 18 months from the date of acceptance letter submitted by the bidder.

12 General Conditions:-

- 12.1 Vehicles should be GPS enabled and must be registered in the name of firm or its proprietor.
- 12.2 All information called for in the enclosed forms should be furnished against the relevant places in the forms. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate

suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

- 12.3 The bid document should be legibly written. The bidder should sign each page of the bid.
- 12.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered.
- 12.5 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.
- 12.6 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 12.7 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU.
- 12.8 The contractor shall indemnify the University against all other damages/charges for which the University may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The University shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
- 12.9 University will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the University recognizes no employer-employee relationship between the University and the personnel deployed by the contractor.
- 12.10 Person who is in Government service or an employee of this University should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
- 12.11 The successful bidder shall furnish a list of University employees related to him, if any, if the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the successful bidder.
- 12.12 Without prejudice to any of the rights or remedies under this contract if the successful bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the successful bidder.
- 13.0 Agreement & Validity of Rates:-**
- 13.1 The bidder will have to enter into regular agreement on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein. **The rates of successful bidder will be valid for 18 months** contract from the date of award of work.
- 13.2 During the period of contract, the rates will not be revised on any pretext. The prospective contractor may quote the rates accordingly taking into consideration of this aspect.
- 13.3 The successful bidder will have to sign an agreement on a Rs.100/- non judicial Stamp Paper along with the Performance Security at the rate of 10% of the tendered /contract value within 10 days of the award of Contract. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.
- 13.4 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.

14.0 Performance Security & Right of Acceptance of Work

- 14.1 The Performance Security of 10% of the total tendered value will be deposited by the tenderer within the 10 days of demand letter. The Performance Guarantee shall be accepted in the following form and shall be in favour of “Registrar, GGSIPU”, payable at Delhi with a validity of months as under:-
- a) Fixed deposit receipt (FDR) of a nationalized bank (valid for 20 months from the award of work).
 - b) Bank Guarantee (As per Annexure-G) (valid for 20 months from the award of work).
- 14.2 In case of non submission of Performance Guarantee alongwith the Agreement within specified time, the earnest money will be forfeited and the University may consider debar/black list the successful bidder.
- 14.3 University will have right to add, delete, modify any clause of the tender before award of the work.
- 14.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the successful bidder to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument. The loss caused thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish additional security to the University to make good the deficit.
- 14.5 University reserves the right to reject any tender including of those tender which fails to comply with the instructions without assigning any reason whatsoever & does not bind itself to accept the lowest or any specific tender.
- 14.6 Any loss to the University due to the negligence/lapse on the part of the agency shall be borne by the contract. Alternatively, the amount of loss will be deducted from the amount payable to the agency.

15.0 Services provided by the contractor:-

15.1 Drivers

- I. The drivers must be decently dressed, proficient in speaking local languages, well mannered, Courteous with proven integrity, healthy personnel habits. In the event of misbehaviour on the part of driver, University may impose penalty as deemed fit on the firm/agency. The drivers should not have any criminal/immoral background on him. Any such criminal/immoral background interrupt the service of the University due to Police / Law enforcing agency interference etc, damages/penalty as deemed fit by the University may be imposed on the firm/agency. Beside, such drivers may also be barred from performing duties for University.
- II. The driver should be well conversant with roads and routes of Delhi NCR and any other place of duty and his operation and functions shall be governed as per Motor Vehicles Act and Rules.
- III. The driver should always strictly follow traffic rules and regulations, so as to ensure safety of passengers. In case of traffic rule violation driver / agency will pay the penalty.
- IV. The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.
- V. All the drivers will have to be provided with mobile phones at the cost of the contractor.
- VI. Driver has to inform about time & meter reading at starting & closing of journey to user of the taxi.
- VII. The taxi and driver shall remain available all the time as per duty roster and shall not leave place of duty without prior permission. In case of any emergency/unforeseen situations, the driver may seek permission of the user.
- VIII. The contractor should be in a position to cater to the additional vehicle requirement of the University at a short notice.
- IX. Driver should take the signature, name & phone numbers of user / customer on the duty slip after the completion of the journey.

16.0 Penalties

- I. For any refusal to provide the vehicle : Rs. 2000/- per default
- II. For non-providing of vehicle in time: Rs.100/- per 15 minutes of delay
- III. For not providing substitute vehicles: Rs.500/- per default or actual hire charges from other sources, whichever is higher

- IV. On misbehaviour by the Driver: Rs.300/- per default after receiving the written complaint from user. Further, concerned/same driver will not be assigned duty for the University by contractor, failing which a penalty of Rs. 5000/- shall be imposed on per occasion.
- V. If any driver found to indulge in any criminal/immoral activity or background and the service of the University interrupt due to Police / Law enforcing agency interference etc, a penalty of Rs.5000/- shall be imposed on the firm/agency. Such drivers may also be barred from performing duties for University.
- VI. If any driver found to be below the age of eighteen years, a penalty of Rs.2000/- shall be imposed on the firm/agency. Such drivers may also be barred from performing duties for University.
- VII. For violation/breach of any of the condition of the contract: Rs.1000/- per default and/or termination of the contract/forfeiture of Performance Security.
- VIII. The vehicles should be in good running conditions. In case of providing vehicles older than the year 2013model, Rs.500/- (Rupees Five hundred only) shall be charged per day as penalty.
- IX. Contractor will have to inform about detail of booking at least 02 hrs before the duty, otherwise penalty of Rs. 500/- per default plus cab charges as per actual loss, if any.
- X. On the booking of AC Vehicle if AC is not working, the payment will be made for Non Ac Vehicle and a penalty of Rs.500/- per day also be imposed.

17.0 Termination of Contract

If the contractor fails to fulfil his obligations of the contract at any time during the contract period and/or on persistent complaints of users, related to vehicles, drivers, services, University shall have the power to terminate the contract and in that case the Performance Security deposited by the contractor shall be forfeited and/or the right to debar the vendor for a period of five (5) years to participate in any tender of the University. The decision of Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University in this regards would be final and bonding.

18.0 Calculation of millage, payments & other documents to be enclosed with bills:-

- 18.1 The calculation of mileage shall be from the **“reporting point/pick-up/starting point”** to the **“relieving point/releasing point”**.
- 18.2 Reporting/ Relieving point for any vehicle hired by the University may be anywhere in Delhi, NCR or as directed by the University.
- 18.3 In case of hiring of taxis, 50 km. or 5 hours shall be considered half day. In case, if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario the kms have no relevance. If the usage goes above 50 km. within 5 hours, then charge would be for each additional km. only and the vehicle would be considered as “half day” usage. If the number of hours exceeds 5 hours, then the vehicle would be treated to be hired for “full day” and then the km. usage has no relevance.
- 18.4 “Duty Slips/Movement Slips” should be signed by the University Officer / User with whom the vehicles are attached for duty on day to day basis. No “duty slip” shall be entertained unless and until it is certified/verified by the concerned taxi user. The duty slip should clearly indicate:-
 - a. Driver's name & his phone number
 - b. The full / complete registration number of the vehicle
 - c. Type of vehicle and mode of hire (AC/ Non AC)
 - d. The starting Reading of the Meter and time of the starting of the journey with the signature of the user of the vehicle
 - e. Last Reading of the Meter and Time of the termination of the journey
 - f. Signature, Name & phone number of taxi user
- 18.5 No advance payment will be made. Payment will be released after submission of bills along with duly signed & complete duty slips & other relevant documents, which fulfilled approved rates, term & conditions within 60 days. However, no interest/penalty would be paid by University in case of delay in payment due to official reason.

- 18.6 The bills in triplicate should be made date-wise by the contractor and submitted to the Registrar, GGSIP University on fortnightly basis (15 days) along with signed / certified duty slips and Toll Tax, Passenger Tax & parking slips etc. in original.
- 18.7 The contractor while raising the bills should clearly mention that the rate charged/quoted.
- 18.8 The University will deduct Income Tax at source as per provision of Income Tax Act from the contractor at the prevailing rates. PAN no. should be quoted on the body of the bills.
- 18.9 No overwriting in the duty slip and bill is acceptable, if any change in the time/mileage, the counter signature of the user is to be recorded.
- 18.10 In any occasion, it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and km reading of start or closing of duty/journey, the contractor shall be responsible for the same. The office reserves the right to withhold the payment of such vehicle.

19.0 Terms & Conditions:-

19.1 Taxis

- I. Vehicles/Taxis should be in excellent condition mechanically as well as get up/appearance wise, its outer body/upholstery etc. should be decent looking and should have permit to run NCR / nationwide. The vehicle should not be older than five years.
- II. On the basis of the detail of vehicles required by the University, the agency will have to provide the confirmation of bookings alongwith the name of drivers, vehicles no. etc. by sms/email to the General Administration Department and the user/users before 02 hrs. of start of journey on day to day basis.
- III. The Contractor will have to provide the replacement of Driver/vehicle in case of any eventuality. The University has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
- IV. In case of breakdown of vehicle, the contractor shall replace the breakdown vehicle immediately failing which concern user has the right to hire vehicle from any other sources at the expense of the contractor. A separate penalty will be imposed on the contractor.
- V. The contractor, if fails to provide the vehicles as desired by University & sends a higher category of vehicles in this cost, the rate applied to the vehicles desired by the University will be paid, No extra payment will be made.
- VI. Vehicles provided to the University should bear Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.
- VII. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi or any other law enforced by state transport department for national permit vehicles.
- VIII. All vehicles/taxis shall carry first-aid-box, tissue paper, stepney, toolbox etc.
- IX. The contractor shall not employ any person who has not completed eighteen years of age.
- X. Declaration from the agency on their letter head stating that the drivers provided are of Good Character, vetted by Police for security, have valid driving license and are aware of the roads of Delhi will be provided to the University after Award of Contract.

19.2 Other Terms & Conditions

- I. The University will not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the contractor.
- II. There is no guarantee of hiring of any minimum number of vehicles. However, the contractor shall have to provide as many vehicles as may be required by the University. However, in case the vehicle so demanded doesn't reach at the appointed time of juncture, University will call another vehicle/vehicles from open market and the expenses on this account will be deducted from the pending bills/subsequent bills/security etc.
- III. The contractor shall maintain an office with adequate staff and telephone facilities round the clock to facilitate communication.
- IV. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than five years old.
- V. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
- VI. The University reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
- VII. In case of failure to provide the vehicles on time or inability to provide, the University will be free to hire vehicles at any cost from any of the local vendors at the cost of approved contractor.
- VIII. Parking, Taxes and Toll Taxes will be paid extra by producing the verified bills from the user.
- IX. All charges towards repair/service, salary of the drivers/helpers, petrol/diesel/CNG/LPG/ expenses as well as any other expenses incidental on operation and maintenance of the hired vehicle(s) would be borne by the firm/agency.
- X. In case the price of petrol/diesel/CNG/LPG products etc. increases or decreases, the rates offered will not be effected. No escalation will be considered till the completion of the contract.
- XI. No mileage will be allowed to drivers for lunch / breakfast or for filling of petrol/diesel/CNG/LPG etc.
- XII. The agency will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty.
- XIII. In the case of dispute or difference arising out of or in a way concerning the agreement shall be referred to the sole arbitration of any person nominated by Hon' able VC, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator so appointed shall be final and binding on the parties.
- XIV. The vehicle should be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the agency and University shall not be responsible for any claim.
- XV. The hired vehicle with the driver would be placed at the disposal of the University as and when required. The University would be free to use the hired vehicle in any manner for carrying official, material etc, as per requirement and the firm/agency will not have any objection to it.
- XVI. The successful contractor shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- XVII. Any dispute shall be subject to the Delhi jurisdiction.

- XVIII. The University reserves the right to reject any or all the tenders without assigning any reason thereof.
- XIX. The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever.
- XX. The EMD/Performance security will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms and conditions of the tender.

SECTION -II

Annexure – A

LETTER OF TRANSMITTAL

From:

To

The Registrar
GGS IP University
Sector 16C, Dwarka,
New Delhi -110078

Sub: Submission of Tender Document for “Engagement of Agency for the purpose of Hiring of Taxis on daily basis for the usage of Guru Gobind Singh Indraprastha University”.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statements made and information supplied in the enclosed Annexure /Forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we also authorized the GGSIPU to approach individual, employers, firms, and corporation to verify our competence and general reputation.
4. I/we have read and examined the NIT, all terms & conditions are acceptable to me as mentioned in the tender document.

Name & Signature(s) of Bidder(s) with seal

ORGANISATIONAL STRUCTURE OF THE TRANSPORTERS/FLEET OWNERS

1. Name & Address of the Vendor:
(Attach photograph)
2. Telephone No. /Fax No. / E-mail :
3. Legal status of the Bidder (attach copies of Original document defining the legal status)
 - a) An Individual
 - b) A Proprietary firm
 - c) A Firm in Partnership
 - d) A Limited Company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Attach attested Photocopy)
Organization /Place of registration Registration No.....
5. PAN No. _____ GST No _____
6. Names and Titles of Directors & Officers with Designation
to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization:
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)
8. Has the Vendor/ Contractor/Agency ever abandoned the awarded :
Work before its completion? If so, give name of the work and reasons
for abandonment.
9. Has the Vendor/ Contractor/Agency, or any constituent partner in case of
Partnership firm, ever abandoned the awarded work before
its completion? If so, give name of the project and reasons
for abandonment. :
10. Has the Vendor/ Contractor/Agency ever been debarred/ black
listed for tendering in any organization at any time?
If so, give details. :
11. Has the Vendor/ Contractor/Agency ever been convicted
by a Court of Law? If so, give details. :
12. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR - 16 C, DWARKA, NEW DELHI- 110078

Passport Size photo of the contractor
--

TECHNICAL BID

1. Name of the contractor _____
2. Name of Firm with Address _____
3. Telephone No. /Fax No. _____
4. No. of Vehicles (Not older than
2013) having fitness Certificates
by Transport Authority of Delhi
(Attach list of 30 vehicles) _____

5. Turn over/Profit/Loss of last five years i.e. _____
2013-14 _____
2014-15 _____
2015-16 _____
2016-17 _____
2017-18 _____
6. PAN No. _____
7. GST No. _____
8. EMD/ Draft No. and amount valid for _____
Three months _____
9. Registration No. with year of
Establishment. _____

I/We the undersigned being contractor as mentioned above, hereby apply to the University for providing Taxi Services as described above in accordance with the terms & conditions of the Tender. I/We have read and understood the terms & conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the Tender & N.I.T. are also signed and being submitted with the tender form.

Signature of
Contractor with Seal of firm

FINANCIAL INFORMATION

- 1) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be uploaded)

Item	2013-14	2014-15	2015-16	2016-17	2017-18
Gross Annual turnover on works(with paper proof) (In Lakhs)					
Profit/Loss (In Lakhs)					

- 2) Proposed Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

Signature of Bidder(s) with Seal

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS
ENDING LAST DAY OF THE MONTH OF MARCH 2018**

S. No.	Name of Work and Location	Owner of sponsoring organization	Value in Lacs of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending/ in progress with details*	Name and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

- i. "Value" shall mean gross value of the completed work. This should be certified by an officer of the client organization on their letter-head.
- ii. Work completion certificate shall be attached.

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s) with Seal

DECLARATION FOR FAIR BUSINESS BY THE VENDOR

(Affidavit on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary/Magistrate)

This is to certify that We, M/s _____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Govt. Organization/PSUs/Institutions/Schools/Universities.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be fortified and business dealings will be banned.
- vii) We have not been punished / penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted / debarred by any of the Government/Public Sector Agency in last three years.
- ix) None of our relative is working in the University.
- x) Will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University.

(Stamp, Name & Signature of Vendor)
(Signing this document)

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**(Refer Clause 6 of the NIT)****(To be stamped in accordance with Stamps Act of India)**

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the “Bank”) of the one part and _____ (Guru Gobind Singh Indraprastha University, Delhi) (hereinafter called the “Department”) of the other part.

2. WHEREAS _____ (Guru Gobind Singh Indraprastha University, Delhi) has awarded the contract for providing vehicles on hire basis for Rs. _____ (Rupees in figures and words) (hereinafter called the “contract”) to M/s _____ (Name of the contractor) (hereinafter called the “contractor”).

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).

4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Guru Gobind Singh Indraprastha University the full amount of Rs. _____ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha University to indemnify the Guru Gobind Singh Indraprastha University for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Guru Gobind Singh Indraprastha University immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Guru Gobind Singh Indraprastha University any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Guru Gobind Singh Indraprastha University agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Guru Gobind Singh Indraprastha University and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the Guru Gobind Singh Indraprastha University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions “the Department”, “the Bank” and “the Contractor” hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____(Month)_____ (year) being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.

Signature _____

Name _____

Address _____

Witness-2.

Signature _____

Name _____

Address _____



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA, NEW DELHI- 110078

LIST OF 30 VEHICLES

S. No.	Make of Vehicle	Registration Number	Model & Year of Manufacturing
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Signature of Bidder(s) with Seal

SECTION - III

Annexure-I

FINANCIAL BID (PART – I)

Performa for Quotation of Rates for Providing Taxis on Daily Basis only for Delhi & NCR on Hire
(No blanks should be left which would be otherwise made the tender liable for rejection)

NAME & ADDRESS OF THE FIRM : _____

NAME OF THE CONTRACTOR : _____

S. No.	Item Description/type/Make of Vehicle	Item Code	Rates for 5 hrs/50 kms (in Rs.) (Half Day)	Rates for 8 hrs/80 kms (in Rs.) (Full Day)	Rates for Extra Km (Per Km). (in Rs.)	Rates for extra Hours (Per hr.) (Rs.)	Night halt charges of Driver/Night (Rs.)	Grand Total (Amount in Rs.)
1	Hatchback like Indica/WagonR/Santro/Ritz/Liva/Swift AC	ITEM1						
2	Hatchback like Indica/WagonR/Santro/Ritz/Liva/Swift NON AC	ITEM2						
3	Sedan like Amaze/ Ameo/Aspire/Fiat Linea/Varito/Vento/Manza/Verna/Honda City/Sunny/Indigo/Accent/Desire/Etios/ Ford Eco sports AC	ITEM3						
4	Sedan like Amaze/ Ameo/Aspire/ Fiat Linea/ Varito/ Vento/ Manza/ Verna/ Honda City/ Sunny/ Indigo/Accent /Desire/Etios/ Ford Eco sports NON AC	ITEM4						
5	SUV like Bolero/ Scorpio/ Xylo/ Tata Safari/ Aria/ Ertiga/ Maruti Ciaz, Innova or equilant AC	ITEM5						
6	SUV like Bolero/ Scorpio/ Xylo/ Tata Safari/ Aria/ Ertiga/ Maruti Ciaz, Innova or equilant NON AC	ITEM6						
Total in Figures								

Timing of night charges	11.00 pm to 05.00 am
-------------------------	----------------------

FINANCIAL BID (PART – II)

Performa for Quotation of Rates for Providing Taxis on Daily Basis only for Outstation (Other than Delhi & NCR) on Hire

(No blanks should be left which would be otherwise made the tender liable for rejection)

NAME & ADDRESS OF THE FIRM : _____

NAME OF THE CONTRACTOR : _____

S. No.	Item Description/type/Make of Vehicle	Item Code	For Outstation Rates in Rs. (Per KMs)	For Outstation Night Halt charges of Driver/ Night (Rs.)	Grand Total (Amount in Rs.)
1	Hatchback like Indica/WagonR/Santro/Ritz/Liva/Swift AC	ITEM1			
2	Hatchback like Indica/WagonR/Santro/Ritz/Liva/Swift NON AC	ITEM2			
3	Sedan like Amaze/ Ameo/Aspire/Fiat Linea/Varito/Vento/ Manza/Verna/Honda City/Sunny/Indigo/Accent/Desire/Etios/ Ford Eco sports AC	ITEM3			
4	Sedan like Amaze/ Ameo/Aspire/ Fiat Linea/ Varito/ Vento/ Manza/ Verna/ Honda City/ Sunny/ Indigo/Accent /Desire/Etios/ Ford Eco sports NON AC	ITEM4			
5	SUV like Bolero/ Scorpio/ Xylo/ Tata Safari/ Aria/ Ertiga/ MarutiCiaz, Innova or equilant AC	ITEM5			
6	SUV like Bolero/ Scorpio/ Xylo/ Tata Safari/ Aria/ Ertiga/ MarutiCiaz, Innova or equilantNON AC	ITEM6			
Total in Figures					

Timing of night charges	11.00 pm to 05.00 am
Limit of KMs per day for Outstation	250 KMs