

Tender Identification No.:

TENDER DOCUMENT

NAME OF WORK:

ENGAGEMENT OF AGENCY FOR THE HIRING OF VEHICLES
(TAXIES/BUSES) ON DAILY/MONTHLY BASIS.



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

To

THIS TENDER DOCUMENT CONTAINS 19 NOS. OF PAGES
INCLUDING COVER PAGE
Cost of Tender : Rs. 1000/- only



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

NOTICE INVITING TENDER FOR HIRING OF VEHICLES

On behalf of Registrar, GGSIPU, Dwarka, New Delhi, **sealed tenders** are invited under **Two-Bid system** from reputed transporters/fleet owners having capacity to supply 50 number of vehicles on hire basis for the use of Guru Gobind Singh Indraprastha University, Dwarka, New Delhi initially for a period of one (1) year, extendable for another year if the performance is found satisfactory, subject to mutual consent at the same **Rates, Terms & Conditions** on contract/outsourcing basis. Tender form can be obtained from the office of the Deputy Registrar (General Administration), from 10/04/2013 onwards, between 10.00 AM to 3.00 PM on any working day on payment of Rs. 1000/- only through Demand Draft drawn in favour of Registrar, GGSIP University or may be downloaded from University website www.ipu.ac.in. The duly completed tender forms along with EMD of **Rs 2,00,000/-** in the form of Demand Draft drawn in favour of Registrar, GGSIP University with required documents should reach the Deputy Registrar (General Administration). Last date for submission/receipt of tender(s) is 30/04/2013 **at 03.00 P.M.**, which will be opened by the Tender Committee in the presence of tenderers or their authorized representatives on the **same day at 04.00 P.M.** in the Office of the Deputy Registrar (General Administration) Room No. 36, B- Wing Administrative Block, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

INFORMATION & INSTRUCTIONS FOR BIDDERS

Name of Work	Engagement of Agency for the hiring of vehicles (Taxies/Buses) on KM/daily/monthly basis for (a) sector 16-C, Dwarka, (b) Kashmere Gate campus.
Earnest Money Deposit	Rs. 2,00,000/- (Rs. Two Lakh Only) In the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
Cost of Tender Form (Non-Refundable)	Rs. 1000/- (Rs. One Thousand Only) through DD in favour of Registrar, GGSIPU, Payable at Delhi
Issue of Tender Document	From 10-04-2013 upto 3.00 PM on all working days from 10.00 AM to 03.00 PM. Tender Document may be purchased from Office of Dy. Registrar (General Administration), Room No 36, Ground Floor, B-Wing, Guru Gobind Singh Indrapratha University, Sector 16 C, Dwarka, New Delhi – 110 075. OR Tender Document may be down loaded from the University Website. www.ipu.ac.in
Date and time of submission of Tender	30-04-2013 latest by upto 03:00 PM
Validity of Tender	120 days from the last date of submission of tender
Opening of Technical bid in presence of the authorized representatives of bidders, if any.	30-04-2013 at 04.00 PM

1.0 Introduction

1.1 The sealed item rate tenders are invited in Two Bid System – (Technical & Financial Bid) on behalf of the Guru Gobind Singh Indraprastha University from reputed & eligible agencies

2.0 Scope of work

The work consists of: “Engagement **Engagement of Agency for the hiring of vehicles (DLY / Taxies / Buses) on Km/daily/monthly basis** for (a) sector 16-C, Dwarka, (b) Kashmere Gate campus”

3.0 Definitions:

- 3.1 GGSIPU 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 “Year” means “Financial year” unless stated otherwise.

4.0 Eligibility Criteria:

- 4.1 Should have valid ISO 9001:2008 Certified and certificates shall be provided at the time of bidding along with technical bid.
- 4.2 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/Autonomous bodies/Local Bodies/Govt. Establishment. Agency should have satisfactorily completed three similar works each costing not less than Rs.25lacs or two similar work costing not less than Rs. 50 acs or one similar work costing not less than 100 lacs during the last five years ending December 2012. Similar work shall mean work of to provide vehicles like Buses and DLY / Taxies on hire (Km/daily/monthly basis)

- 4.3 Should have minimum average annual financial turn over of Rs. 2 crores during the last three years ending March 2012 duly certified by Chartered Accountant.
- 4.4 Joint ventures shall not be accepted.
- 4.5 Following documents are to be enclosed with **Annexure –C** :-
- i) valid ISO 9001:2008 certificate
 - ii) Self attested copy of PAN No. card;
 - iii) Self attested copy of Service Tax Registration Number;
 - iv) Self attested copy of Valid Registration No. of the Agency/Firm;
 - v) Proof of Average Annual turnover as stated in Clause 3 supported by audited Balance Sheet by chartered accountant (**Annexure-A**);
 - vi) Proof of experience as stated in Clause 2 supported by documents from the concerned organizations (**Annexure-B**);
 - vii) List of minimum 50 vehicles / Taxies not older than 2008, along with photocopy of their RC/fitness and permit owned by the contractor as per format at **Annexure-F**
 - viii) 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;
 - ix) Undertaking that drivers / helpers without any criminal / immoral back ground shall be provided.
 - x) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
 - xi) a) Tender cost of Rs.1000/- (non-refundable) in the form of DD/Pay Order, in case the tender document is downloaded from the website
b) Bid Security of Rs. 200,000/- in the form of DD/F.D.R to be kept with technical bid in separate envelop.

5.0 Who can apply?

- 5.1 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 Joint Venture/ Consortiums are not accepted.

6.0 Sealing and Marking of Bids

- 6.1 The bidder shall place the three separate envelopes (called inner envelopes) marked "Technical Bid", "Financial Bid" and "Earnest Money Deposit" in one outer envelope. The inner envelopes will have marking as follows:-
- A) Earnest Money Deposit (EMD)
 - B) Technical Bid
 - C) Financial Bid
- 6.2 The sealed inner and outer envelopes containing the technical and financial bid shall be addressed to Registrar, Guru Gobind Singh Indraprastha Sector 16 C, Dwarka, New Delhi-110075
- 6.3 The sealed tender shall bear the name and identification number of the Tender on the cover of the Envelope.

6.4 In addition to the identification required as above, each of the envelopes 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.

7.0 Bid Submission:

7.1 The envelop named "Technical Bid" shall comprise of enclosure required in the Para 4.5 separately

7.2 The envelope named Financial Bid and shall comprise of the price bids of the items on **Annexure E**.

7.3 Each page of the Technical Bid & Financial Bid must be sealed and signed by the authorized signatory of the bidder.

7.4 Duly signed tender document along with all corrigenda, addendum issued, if any, should also be sealed as part of technical bid.

8.0 Opening of Financial bid and evaluation:

The financial bids of only those bidders which qualify the initial eligibility criteria (Technical Bid) will be opened in the presence of intending bidders. The date and time of opening of financial bids shall be intimated separately to the bidders who satisfy the initial eligibility criteria. The lowest financial bidder shall only be considered for award of work.

9.0 Earnest Money Deposit (Bid Security):

9.1 The Earnest Money Deposit (EMD) of Rs. Two lacs only must be attached. The Earnest money 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:-

- i. Demand draft / Bankers cheque
- ii. Fixed deposit receipt (FDR)

9.2 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.

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

10.0 Financial Bid:

10.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in the Schedule quantities only **Annexure-E**. 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.

10.2 The Work Contract Tax/Turnover Tax/Income Tax shall be deducted at source at the rate that will be in force from time to time.

11.0 General:

11.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. 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.

11.2 The bid document should be legibly written. The bidder should sign each page of the bid.

11.3 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. .

- 11.4 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.
- 11.5 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.
- 11.6 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.

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.

- 11.7.1 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.
- 11.7.2 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.
- 11.9 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.
- 11.10 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

12.0 Agreement & Validity of Rates:

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 12 months contract from the date of award of work, extendable for another year if the performance is found satisfactory subject to mutual consent and as per Para 18.0.

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.

The successful bidder will have to sign an agreement on a Rs 100/- non judicial Stamp Paper alongwith 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.

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.

13.0 Performance Security :

- 13.1 The Performance Security of 10% of the total tendered value will be deposited by the tenderers 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:-
- i. Fixed deposit receipt (FDR) of a nationalized bank (valid for 3 months beyond the time period of contract),
 - ii. Bank Guarantee (As per **Annexure-E**) (valid for 3 months beyond the term of contract),
 - iii. DD/Pay Order.
- 13.2 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 to debar/black list the successful bidder.
- 13.3 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.

14.0 About Drivers provided by the contractor:

1. The vehicle 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 urgency, the driver may seek permission of the user.
2. 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/helpers 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/helpers may also be barred from performing duties for University.
3. 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.
4. The driver should always strictly follow traffic rules and regulations, so as to ensure safety of passengers.
5. The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.
6. The contractor should be in a position to cater to the additional vehicle requirement of the University at a short notice.
7. All the drivers will have to be provided with Mobile Phones at the cost of the contractor.
8. For buses, a helper should be provided to assist the driver.

15.0 Penalties

- i. For any refusal to provide the vehicle Rs. 500/- per default;
- ii. For non-providing of vehicle in time: Rs.100/- per hour 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;
- v. 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.
- vi. The vehicles should be in good running conditions. In case of providing vehicles older than the year 2008 model, Rs.500/- (Rupees 5 hundred only) shall be charged per day as penalty.

16.0 Payment Terms

- 1 The payment for dead mileage in any case will not be more than Twelve Kms. one way.
- 2 The calculation of mileage shall be from the reporting point to the relieving point plus dead mileage.
- 3 Reporting/ Relieving point for any vehicle hired by the University may be any where in Delhi, NCR or as directed by the University.
- 4 If on the duty slip of the vehicle, it has been shown as under limit, it should be assumed that it include dead mileage also i.e. no separate payment will be made for dead mileage in such cases.
- 5 Duty Slips/Movement Slips will 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 the same is certified/verified by the concerned using officer on the following details:-
 - a. The duty slip should clearly indicate
 - a. The model of vehicle
 - b. The registration number of the vehicle
 - c. Type of vehicle and mode of hire (AC/ NAC)
 - d. The Initial Reading of the Meter and time of the starting of the journey with signature of the user of the vehicle
 - e. Last Reading of the Meter and Time of the termination of the journey with signature of the user of the vehicle
- 6 No advance payment will be made.
- 7 The bills in triplicate should be made date-wise by the contractor and submitted to the Registrar, GGSIP University on fortnightly basis (15 days).

- 8 The contractor while raising the bill should clearly mention that the rate charged/quoted.
- 9 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.
- 10 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.

17. Other Terms & Conditions:-

- i. The DLY / Taxies / Buses 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 three years. The bidder should be in a position to provide upto 50 DLY / Taxies in a short notice say 12 hrs.
- ii. 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.
- iii. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle immediately failing which Deputy Registrar, General Administration 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. The contractor shall not employ any person who has not completed eighteen years of age.
- iv. Vehicles provided to the University should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.
- v. 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.
- vi. 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.
- vii. 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. In case of requirement for more than fifty vehicles on any day, a minimum advance notice of 12 hours will be given by the University. However, in case the vehicle so demanded doesn't reached 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. Beside a penalty of Rs.500/- per vehicle so not provided will be imposed on each lapses.
- viii. All vehicles cars shall carry first-aid-box, tissue paper, stepney, toolbox etc.
- ix. The contractor shall maintain an office with adequate staff and telephone facilities round the clock to facilitate communication.
- x. 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 three years old.
- xi. 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.
- xii. 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.
- xiii. If the number of vehicles requirement less than 50, requisition of the vehicles can be made orally on telephone. The contractor should have to provide the vehicle within 02 hours of the requisition made. However, further conditions as mentioned at vii) above will be applicable if the vehicle is not provided within such requisitioned time.

- xiv. 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.
- xv. Parking, Taxes and Toll Taxes will be paid extra by producing the verified bills from the user.
- xvi. 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.
- xvii. 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.
- xviii. 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.
- xix. The hired vehicle with the driver/helper 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.
- xx. 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.
- xxi. Any dispute shall be subject to the Delhi jurisdiction.

18.0 Change in Rate (Escalation/de-escalation in Fuel Prices):-

- i. On the day of agreement, cost of diesel is Rs.____ per liter, diesel/CNG/petrol per liter.
- ii. Increase in rates due to fuel cost hike would be derived from the formula given below and the same needs to be incorporated in the contract.

Package / RAC Rates

$$\text{Fuel price impact charges for vehicle} = \frac{\text{Total No. of km used}}{\text{Avg. Mileage (kmpl)}} \times (\text{New fuel price in Rs.} - \text{Old fuel price in Rs.})$$

$$\text{Per KM Rates} = \frac{\text{New fuel price in Rs.} - \text{Old fuel price in Rs.}}{\text{KMPL of Vehicle}}$$

- iii. Base Rate of Diesel/Petrol/CNG irrespective of the actual current rate will be considered to be Rs. _____ per litre (On the day of agreement). For the purpose of calculation of rate change, the rate of diesel as applicable in Delhi shall be considered. The change of rate of Diesel during an English calendar month will be considered to be effective from the date of 1st day after one year of award of work contract.
- iv. Increase or Decrease in the rate / price of the vehicle is applicable only when the increase in the rate of fuel is more than Rs.2.00, below Rs.2.00 the request will not be entertained.
- v. The average Mileage kilometre per litre of the vehicle will be considered as under:
 - a) Hatchback / small taxies = 15km/lt
 - b) Sedan / LUV /SUV taxies = 10km/lt
 - c) Bus = 5km/lt
- vi. Any change in the rate of diesel/CNG/petrol will be rounded off to the lower value in Rupees by ignoring any fraction of rupee (paisa) in the new rate.

19. The University reserves the right to reject any or all the tenders without assigning any reason thereof.

20. The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever.

- 21.** 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.
- 22.** University will engage the 2nd participating agency on the approved rates and terms & conditions of the tender if the 1st agency is not able to provide the service.

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 attached)

Item	2007-2008	2008-09	2009-2010	2010-11	2011-12
Gross Annual turn over on works					

- 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 December 2012**

S.No.	Name of Work/ Project 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 including the cost of materials. This should be certified by an officer of the client organization on their letter-head.
- ii. Project completion certificate shall be attached.

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

Signature of Bidder(s) with Seal



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

TECHNICAL BID

(Technical bid to be sealed in separate envelop with EMD & all relevant documents as per clause 4.5)

Passport photo of contractor	Size of the contractor
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1. Name of the contractor _____
2. Name of Firm with Address _____
3. Telephone No. /Fax No. _____
4. No. of Vehicles manufactured _____
During/ After 2008 having fitness _____
Certificate by Transport Authority _____
Of Delhi.(attach list) _____
5. Turn over of last three years i.e. _____
2009-10 _____
2010-11 _____
2011-12 _____
6. PAN No. _____
7. TIN No. _____
8. Income Tax Clearing Certificate _____
9. EMD Draft No. and amount valid for _____
Six months _____
10. D.D. No. (Rs.1000/-) if _____
Tender is downloaded _____
11. 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.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16 C, DWARKA, NEW DELHI- 110078

FINANCIAL BID (To be sealed in separate envelop)

Proforma For Quotation of Rates For Hiring Of Taxies/Buses

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

NAME & ADDRESS OF THE FIRM : _____

NAME OF THE CONTRACTOR : _____

A. For Limited Mileage/Time

S.No.	Type of Vehicle	Rates for 8 hrs/80 Kms		Rates for Extra Km (Per Km).		Rates for Extra Hours (Per Hour)	
		Non-AC	AC	Non-AC	AC	Non-AC	AC
1.	Hatchback like Indica / WagonR/ Santro/ Ritz / Liva						
2.	Sedan like Indigo/ Accent / Swift Desire/Etios						
3.	SUV like Tata Sumo/ Bolero/Qualis/Scorpio/Travera/Xylo						
4.	SUV like Innova/ Ertiga/ Aria/ XUV/ Maruti SX4						

Night halt charges of driver/Night							
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B. On Monthly Basis

S.No.	Type of Vehicle	2400 kms/12 Hrs/day during the month		Rates for Extra Km (Per Km).		Rates for Extra Hours (Per Hour)	
		Non-AC	AC	Non-AC	AC	Non-AC	AC
1.	Hatchback like Indica / WagonR/ Santro/ Ritz / Liva						
2.	Sedan like Indigo/ Accent / Swift Desire/Etios						
3.	SUV like Tata Sumo/ Bolero/Qualis/Scorpio/ Travera/Xylo						
4.	SUV like Innova/ Ertiga/ Aria/ XUV/ Maruti SX4						

Night halt charges of driver/Night							
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C. For outstation vehicles / Taxis

S.No.	Type of Vehicle	Rates (Per Km).	
		Non-AC	AC
1.	Hatchback like Indica / WagonR/ Santro/ Ritz / Liva		
2.	Sedan like Indigo/ Accent / Swift Desire/Etios		
3.	SUV like Tata Sumo/ Bolero/Qualis/Scorpio/ Travera/Xylo		
4.	SUV like Innova/ Ertiga/ Aria/ XUV/ Maruti SX4		

Night halt charges of driver/Night		
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(Clearly indicate about the taxes as applicable if any)

D. Bus tariffs

			Tempo Traveller (Seater)						BUS							
			8		12		15		18 Seater		27 Seater		35/41 Seater		55 Seater	Volvo
			Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC
			Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC
Local Packages	HRs	KMs														
Transfer	4	45														
Half Day	6	60														
Full Day	8	80														
Full Day	10	100														
Outstation Packages	HRs	KMs														
Agra Same Day	16	450														
Overnight Agra	36	450														
Same Day Agra-Sikri/ Haridwar-Rishikesh	16	550														
Same Day Jaipur	16	600														
Overnight Jaipur	36	600														
Agra-Jaipur	60	800														
Corbett Park/Shimla	60	750														
Mata vaishno Devi	84	1350														
Agra-Jaipur-Ajmer	84	1350														
Faridabad/Gurgaon/ Badhkal Lake	12	120														
Sona Lake/Sultanepur Lake	12	150														
Tilyar Lake	12	200														
Karna Lake	12	300														
Suraj Kund	12	100														
Ghaziabad/Noida	12	120														
Greater Noida	12	150														
Extra per hour charges	-															
Night detention charges	-															

Signature of the Contractor

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 the Contractor with Seal

Note: During the period of contract, the rates will not be revised every time with the revision of any taxes by the Government of NCT of Delhi or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The contractor should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the contractor shall disqualify the tender. The contractor shall take care that the rate and amount may be written in such a way that interpolation is not possible.

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 this 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-16 C, DWARKA, NEW DELHI- 110078

LIST OF 50 VEHICLES

S. No.	Make of Vehicle	Registration Number	Model & Year of Manufacturing
1.			
2.			
3.			
4.			
5.			

Signature of Bidder(s) with Seal