



**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, DELHI  
(IIIT-DELHI)**

**Okhla Industrial Estate, Phase III New Delhi 110020**  
(Tel No 011-26907400, Website: [www.iiitd.ac.in](http://www.iiitd.ac.in))

**NOTICE INVITING TENDER FOR HIRING OF TAXI SERVICES**

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Government of NCT of Delhi.

IIIT-Delhi invites sealed Bids from reputed agencies / companies in two bid system (Technical Bid and Financial Bid separately) located in New Delhi only, for provision of AC Taxi Cars on regular/as and when required/ on call basis on an annual Rate Contract basis for the official use of IIIT Delhi as per details below:

All amendments/information with respect to this Tender will be unloaded on the Website <https://www.iiitd.ac.in/tenders> and all Tenderers are, therefore, advised to visit the website regularly for updates.

**Bid Schedule**

|   |   |
|---|---|
| Tender No   | 09/2023   |
| Date of Start and downloading the tender  | <b>24<sup>th</sup> May 2023</b>   |
| Last date and time for submission of tender   | 14 <sup>th</sup> June 2023 at 1500 Hrs. (tender deposit in the Tender Box kept in 2 <sup>nd</sup> Floor of Old AcademicBlock of the Institute)  |
| Date and time of bid opening  | 14 <sup>th</sup> June 2023 at 1530 Hrs  |
| Address for communication & submission of tender documents and opening of technical bid | Registrar, IIIT-DELHI, Okhla Industrial Estate, Phase III New Delhi 110020  |
| Earnest Money Deposit:  | Rs.12,000/- in the form of Demand Draft/ Pay Order in favour of “ <b>IIIT Delhi Collections</b> ” payable at New Delhi -110020 (except for those who are exempted by NSIC certifications (with Proof)) failing bid shall be treated as invalid and shall be liable for rejection. |
| Contact No & Email ID   | 01126907563/65 & admin-project@iiitd.ac.in  |

**Note: This tender document contains 12 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.**

**Scope of Work:** The scope of work includes:

- The Institute reserves the right to hire more than one agency or empanel multiple vendors at any time on the lowest rates of all vendor.
- The office of the agency must be within Delhi NCR but no initial mileage/reading/billing beyond 5 kms radius to/ from IIIT-Delhi would be payable.
- Only CNG/E- vehicle or Diesel/Petrol Vehicles with All India Permit are to be provided as per prevalent rules/laws in force.

- d) All the hired vehicles shall fully comply with vehicle fitness requirements in the State of Delhi, and all provisions of the Motor Vehicles Act, 1988 and latest updated rules made there under including other instructions/requirements issued/specified from time to time.
- e) The vehicles supplied should not be purchased & registered before 2019 and should be in good condition. The contractor should ensure regular service of the vehicle for proper service conditions.
- f) The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be used in Delhi NCR.
- g) The contractor should be able to provide AC Taxis at a short notice/ (within 30 minutes). For regular requisitions the taxi must reach the destination 10 minutes in advance.
- h) The contractor must ensure that all necessary documents as per rules must be available with the driver deployed for duty viz DL, PUC, Vehicle Registration Certificate, Insurance papers, Permits, fuel sticker, HSRP number plate, Fast Tag with payment loaded therein (claim for toll /parking to be made as per actual separately in bill), dress, provision of fire extinguisher, front and rear seat belts etc . as required by MV Act.. Any violations shall be to the agencies account. The car must have blue tooth facility or tracking device to identify its location at any time during duty allocation period. Prior intimation of Driver and car details must be sent to IIITD officials concerned as part of the SLA.
- i) The driver/ staff deployed by the Contractor for driving the vehicles should hold valid commercial driving license and be fit physically and mentally. Medical Fitness certificate for all such staff appointed pursuant to this Tender should be provided at the time of award of tender. The drivers provided should have at least 5 years of prior driving experience. Proper dress and cleaned/sanitized vehicles to be provided as per MV Act)
- j) The drivers should always be in the uniform as may be provided by the agency with smart mobile phone(s) and should be well mannered and conversant with women safety and knowledgeable or take to the google/software-based map-based locations.
- k) Rates quoted in the tender document/ negotiated will remain the same throughout the contract period which shall be one year extendable by another two years on yearly basis at the sole discretions of the Institute and subject to good performance of the Contractor.
- l) The Contractor shall obtain adequate insurance cover for the vehicle, his driver/ staff and all bonafide passengers of the vehicle supplied pursuant to this tender. Further, the contractor shall be responsible for all injuries and accidents to such staff and bonafide passengers including such injuries/damages/claims and accidents which may arise or occur to his employees and/ or the bonafide passengers besides third-party insurance during the course of performance of the Contractor's obligations pursuantto this tender.
- m) The contractor shall be responsible for the good conduct and behavior of his employees. If any of the Contractor's Employees is found misbehaving with the staff member/s/ student/s / officer/ passenger of IIIT-DELHI, the Contractor shall, replace such employee/driver with immediate effect.
- n) The Contractor shall not appoint any sub-contractor/sub-let) to carry out any obligations under the contract.

- o) If the Contractor fails to perform its obligations on any day in any assigned route, IIIT-DELHI may, without prejudice to its other rights and remedies and costs as at clause “e” above, levy a penalty of Rs. 500/- for each day or part thereof.
- p) Contractor shall abide by all applicable laws including minimum labor, wages, and welfare Laws (ESI, PF, BONUS, Income Tax, Service Tax or any other extra taxes levied by the Government) the companies Act, etc. and shall adopt all required, Welfare measures for the Contractor Employees and discharge all other obligations concerning thereto. The Contractor shall furnish adequate proof to IIIT-DELHI in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Contractor, and IIIT-DELHI shall not be held liable for such responsibilities/ obligations in any manner what-so-ever
- q) IIIT-DELHI reserves the right to ask and require the contractor to remove any Contractor Employee deployed by the Contractor in the vehicle provided to the Institute, without assigning any reason/notice therefore.
- r) The duration of the contract shall be for one-year subject review by IIIT-DELHI and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before one year, by giving notice of not less than one month to this effect. However, the contract can also be terminated by giving a written notice of 30 days by either side.
- s) The Contractor shall indemnify IIIT-DELHI and keep IIIT-DELHI indemnified against all losses, claims or demands arising out of or due to any acts or things done or purported to be done by the Contractor or the Contractor employees including but not limited to any claim for employment by the Contractor Employees. The Contractor shall furnish an Indemnity Bond in this regard.
- t) Contract can be terminated without any notice in case of violation of any clause of the contract agreement such as failure to provide required vehicle, poor quality of vehicles, inadequate or untrained manpower provided or any other violation, wages not paid to the workers or paid less than minimum wages applicable under the Act. In case the contractor wants to discontinue the work he will have to serve one month’s clear notice to IIIT-DELHI for termination of the contract.
- u) Any legal disputes will be subject to jurisdiction of Delhi Courts.
- v) All Challans/Transport Authority payments will be borne by the tenderer / contractor/bidder.
- w) The rates quoted by the Bidder/Tenderer should be inclusive of driver charges, servicing, fuel, maintenance and all other costs.
- x) All taxes, toll tax and parking charges incurred by the Bidder/Tenderer during the course of providing taxi services/journey will be reimbursed by the institute on actual basis on production of receipts. These charges are to be paid by the driver of Bidder/Tenderer on duty and shall be claimed by the Bidder/Tenderer along with the bill on monthly basis.
- y) The Bidder/Tenderer will submit/raise bills on monthly basis along with the User Officer Certification Slip certifying the Kms reading and time of usage. The bills shall be settled within

15 days from the date of receipt of bill by the institute. The time will be rounded off to hour. The Contactor shall ensure that Duty Slip is properly filled up and has all the details to verify the claimed KMs, amount, etc.

- z) The drivers of Taxi sent must be provided smart mobile phones and proper uniform including winter and summer uniform s per rules/and requirements. The Vehicle/Taxi Number and Mobile Phone Number of Driver be conveyed through SMS or call on the Cell Phone of both the User staff and the authorized departmental official well in advance for their information. In case of absence a suitable alternate shall be sent by the Contractor.
- aa) The behaviour of the driver should be polite, cordial, obedient and never convicted by any Law Agencies. In case of any misbehaviour, in addition to taking legal action, the Tenderer will be penalized for the same and the decision of the competent authority of the company in this regard shall be final and binding on the Tenderer. By submitting the tender, the Contractor undertakes to have ensured compliance of this clause.
- bb) The driver, in addition to safe driving of the car, would receive/alighting the occupants in a very respectful manner and would obey the instructions of the occupants.
- cc) Contractor will ensure that all protocols, precautions and guidelines for maintaining health sanitization and hygiene conditions in the vehicles/driver/s, as issued by the Govt and Institute authorities to prevent spread of Covid19/SARS Cov2 /variants /any other virus/pandemic are followed without fail at its own cost. He should produce certificate of double vaccination or with booster etc as per prevailing Govt regulations before joining duties. Keeping car cleaned, well serviced and sanitized shall be the duty of the contractor or his representative driver. Replacement of seat covers at the end of two years

**dd) Cancellation policy**

Cancellation policy: 1

- If the cab/taxi booking is cancelled within 1 hour of the scheduled pickup date and time, no cancellation will be considered and a cancellation charge equivalent to the minimum of half day, i.e. **40km or 4hours** shall be applicable.
- If the cab/taxi booking is cancelled between 1-2 hour(s) of the scheduled pickup date and time, a cancellation charge equivalent to the 50% of the half day charges, i.e. 50% of **40km or 4hours** shall be applicable.
- If the cab/taxi booking is cancelled before 2 hours of the reporting time, no cancellation charges will be applicable and the booking shall be considered as **NO-SHOW** by the driver/vendor.

**Technical Bid :-**

The technical bid details may be submitted as per enclosed format at [Annexure A](#)

**Award of Work :-**

Those who meet the technical criteria will be considered for opening of financial bid. The agency quoting the lowest rate shall be considered for award of work. IIT, Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason. IITD may empanel more than one agencies in case they agree to match and accept the rates of the L1 bidder.

The work shall be awarded for initial period of one year extendable by another two years on yearly basis. Any further extension to be on mutually accepted terms.

### **Financial Bid :-**

Interested agencies may submit financial bid as per enclosed format ([Annexure-“B”](#)), duly authenticated and stamped. Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in any way.

The rates will remain unchanged during the period of contract.

**Performance Guarantee-** The contractor, for due and faithful performance of the Contract, shall obtain and submit to the Owner such security of **Rs 18,000/-** within 14 days after the receipt of the Letter of Acceptance, in the form of BG Performa as appendix to tender from a scheduled Bank /FD providing such security shall be subject to the approval of the Owner. The cost of complying with the requirement of this Clause shall be borne by the Contractor.

### **Period of Validity of performance Bond**

The performance bond shall be valid till the contract period plus three months. This security shall be returned to the contractor within 14 days of the completion of the said period.

### **Claim under Performance Security**

Prior to making a claim under the performance security the Owner shall, in every case, notify the Contractor stating the nature of the default in respect of which the claim is to be made.

### **Payment Terms :-**

Monthly bill by the 7<sup>th</sup> day of next month shall be raised for as per the agreed rates plus GST/other taxes, as applicable. Payment shall be released within 15 days of raising bill. No charges in the form of newspaper, water bottles etc. kept in the taxi shall be paid in case of same being provided in the vehicle as optional facilities.

The rate applicable to a particular slab shall be payable if a vehicle exceeds either the duration or the kilometers of the slab.

Parking and Toll Tax shall be paid on the spot by the concerned Transporter(s) (through their drivers) and the same shall be reimbursed to the Transporter(s) on monthly basis along with monthly bills for payment on production of proof of such payment as applicable.

### **How to submit: -**

The Tenders are invited on Two Bid System i.e. Technical Bid and Financial Bid. The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. A along with documents and Financial Bid in sealed Envelope No. B. Technical Bid and Financial Bid should be clearly superscribed on the respective envelopes. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.

Both the sealed envelopes i.e. **Envelope No. A “Technical Bid” with Bid Security Declaration** and **Envelope No. B “Financial Bid”** should be kept in a big **Envelope No. C**. This sealed envelope superscribed as **“TENDER FOR HIRING OF TAXI SERVICES”** addressed to **Registrar, IIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020**, shall be deposited in the Tender Box placed at Second Floor, Old Academic Block IIITD, New Delhi, **on or before 14<sup>th</sup> June 2023 at 1530 Hrs.**

Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit or delivered elsewhere.

At first instance only **“Technical Bid”** will be opened on the scheduled date and time given in

the tender. The Technical Bids will then be evaluated on the basis of documents/information furnished and Technical bid. The decision of Registrar, IIIT-DELHI, in this regard shall be final and binding on the Tenderers.

The Tenderer/Bidder who qualifies in the “Technical Bid” will only be eligible for opening of their “Financial Bid”. The date and time of opening of “Financial Bid” shall be intimated to individual qualified bidders.

All over-writings/corrections should be duly signed by the Tenderer/Bidder.

The bidder is required to sign each page of each part of this tender document for acceptance of terms and conditions and submit along with your bid.

IIIT-D reserves the right to accept or reject or cancel any tender in part or whole without assigning any reasons thereof.

**For and on behalf of Indraprastha Institute of Information Technology Delhi**

**Signed Registrar**

Technical Bid

NOTICE INVITING TENDER FOR HIRING OF TAXI SERVICES

| S.No. | DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID   | PARTICULARS | REMARKS  |
|-------|---|-------------|----------|
| 1     | Name of the Firm / Taxi Operator / Travel Agency.   |             | Yes / No |
| 2     | Constitution of the Agency (Proprietorship / Partnership / Private Limited Company / Public Limited Company)- <b>Attach proof with Registration Number.</b>   |             | Yes / No |
| 3     | Year of Establishment   |             | Yes / No |
| 4     | Address of the Firm / Taxi Operator / Travel Agency.  |             | Yes / No |
| 5     | Contract Person   |             | Yes / No |
| 6     | Contract Details Mobile /Tel No<br>Fax No<br>Email ID-  |             | Yes / No |
| 7     | Profile of the agency ( <b>Please attach with the Technical Bid.</b> )  |             | Yes / No |
| 8     | The office of the agency must be within Delhi NCR but no initial mileage/reading/billing beyond 5 kms radius to/ from IIIT-Delhi would be payable. ( <b>proof of distance must be enclosed with technical bid</b> )   |             | Yes / No |
| 9     | Distance of Agency from IIIT Delhi Okhla Phase-III New Delhi. ( <b>in Km</b> )  |             | Yes / No |
| 10    | Experience (No. Of Years) in the field of providing Hired Taxi ( <b>Enclose evidence with the Technical Bid</b> )   |             | Yes / No |
| 11    | The Tender should have at least a fleet of 5 or more taxis. ( <b>Also attach a copy of the registration certificates along with insurance papers of vehicles with the Technical Bid</b> ). <a href="#">Annexure -XX</a>   |             | Yes / No |
| 12    | The Bidder/Tenderer should have rendered satisfactory taxi services to atleast one Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute or any Corporate Establishment of repute having minimum annual turnover of Rs 2.4Lacs during the <b>last Five years</b> .<br>Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies. - Attach Certificate from clients / organisations as per <a href="#">Annexure X</a> |             | Yes / No |
| 13    | A CA certificate certifying the avg. annual turnover of the applicant bidder for the last 3 financial years of not less than avg 6 lacs turnover The turnover should be in the name of applicant organization only and not that of group/ sister organizations. Attach Certificate from Chartered Accountant in this regard. <b>as per <a href="#">Annexure Y</a></b>   |             | Yes / No |
| 14    | PAN,GST,VAT and TAN ( <b>Also attach a copy of the same with the Technical Bid</b> ).   |             | Yes / No |
| 15    | List of Clients ( <b>please attach details</b> )  |             | Yes / No |
| 16    | A self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date. Further, the taxi operator has to certify that he has not been involved in any major accident and no criminal or civil case is pending against the Contractor. (as per <a href="#">Annexure Z</a> )   |             | Yes / No |
| 17    | Proof of location of the organization/garage  |             | Yes / No |
| 18    | Other relevant details  |             | Yes / No |

I/We hereby certify that the information given above is true and nothing has been corrected therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/vigilance agencies/courts.

Signature of the Authorized Signatory with Seal of the Agency

**LIST OF PRESENT AND PAST CLIENTS DURING LAST FIVE YEARS.**

Please give complete details as per the following format along with the Experience Certificate issued by clients/organisations. This information provided will facilitate evaluation of Technical Bid).

| Sl. No | Name of the Organisation with complete postal address mentioning Pvt.Sector/ Govt Body / PSU / Public Limited Company. | Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID. | Period for which Rate Contract was awarded. | Nature of Work | Annual Turnover |
|--------|--|--|---|----------------|-----------------|
|        |  |  |   |                |                 |
|        |  |  |   |                |                 |
|        |  |  |   |                |                 |
|        |  |  |   |                |                 |
|        |  |  |   |                |                 |

**Signature of the Authorized Signatory  
with Seal of the Agency/ Firm**



**CERTIFICATE REGARDING TURN-OVER OF TENDERER  
DURING THE LAST THREE FINANCIAL YEARS**

I / We, M/s \_\_\_\_\_, the TENDER FOR HIRING OF TAXI SERVICES and other related jobs as mentioned in the Tender Document, hereby confirm that the average total turn-over of the firm/company and profit earned for the last three financial years i.e. 2019-20, 2020-21 & 2021-22 not less than 6 lacs p.a. . The financial year-wise break-up is given below :-

| S.NO. | FINANCIAL YEAR | ANNUAL TURN-OVER FOR THE YEAR | PROFIT EARNED FOR THE YEAR |
|-------|----------------|-------------------------------|----------------------------|
|       | 2019-20        |                               |                            |
|       | 2020-21        |                               |                            |
|       | 2021-22        |                               |                            |

**Signature of the Authorized Signatory  
with Seal of the Agency/ Firm**

**NON-BLACK LISTING DECLARATION**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**To, Registrar  
IITD Campus  
Okhla Phase-III,  
New Delhi-110020**

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

**Signature of the Authorized Signatory  
with Seal of the Agency/ Firm**

**ANNEXURE-XX**

**Details of the minimum 5 numbers of DLY Taxi Cars possessed by the tenderer/bidder (like, Hyundai Xcent, Honda Amaze, Maruti SX4, Ciaz& Swift Dzire, Toyota Innova& other similar EV cars) and the model of all the vehicles.**

| S.N. | Registration No. of DLY Taxi Cars | Make and Model | Comprehensive Insurance valid upto (attach copy of the same) | Whether vehicle is registered in the name of tenderer/bidder or firm (registration certificate must be enclosed) |
|------|-----------------------------------|----------------|--|--|
| 1    |                                   |                |  |  |
| 2    |                                   |                |  |  |
| 3    |                                   |                |  |  |
| 4    |                                   |                |  |  |
| 5    |                                   |                |  |  |

**Signature of the Authorized Signatory  
with Seal of the Agency/ Firm**

**FINANCIAL BID-**

1. Name Of Agency  
(Full Name and address With Tel No)

2. Rates

a) Day to day requirements:

| S. NO. | Particulars of AC Taxi cabs    | Indigo/Zest Amaze/ Swift Dzire/ and similar cabs | SX4/Ciaz/Verna/ Creta/Marrazo/ Brezza/XL6 Bolero/Safari and similar cabs | Innova Crysta/Kia Carrens /XUV700 and similar cabs |
|--------|--------------------------------|--|--|--|
| 1      | 80 KM & 8 Hours                |  |  |  |
| 2      | 40KM & 4Hours                  |  |  |  |
| 3      | Per KM Rate for extra kms      |  |  |  |
| 4      | Per Hour rates for extra hours |  |  |  |
| 5      | Night charges for out station  |  |  |  |

GST Extra \_\_\_\_%

| S. NO. | Particulars of AC Taxi cabs    | ELECTRIC VEHICLE equivalent to/ Tata Tigor EV | ELECTRIC VEHICLE equivalent to/ Tata Nexon EV | ELECTRIC VEHICLE equivalent to/ MG ZS EV |
|--------|--------------------------------|---|---|--|
| 1      | 80 KM & 8 Hours                |   |   |  |
| 2      | 40KM & 4Hours                  |   |   |  |
| 3      | Per KM Rate for extra kms      |   |   |  |
| 4      | Per Hour rates for extra hours |   |   |  |
| 5      | Night charges for out station  |   |   |  |

GST Extra \_\_\_\_%

- b) Certified that all the terms and conditions of the tender document are acceptable to us.
- c) The rate should be quoted in Indian Rupees Only.
- d) **For reimbursement of GST , the vendor has to submit proof of payment of GST on monthly basis.**
- e) The lowest rates received from eligible Bidder/Tenderer for each type of vehicle and for each slab would be offered to all eligible Bidders/Tenderers for their consideration and acceptance. The Bidders/Tenderers who are ready to provide taxi services on the offered L1 rates and accept the rates in writing would be empaneled as Taxi Operators by the company for providing taxi services.
- f) **IIITD may empanel more than one agencies in case they agree to match and accept the rates of the L1 bidder.**

Date

(Signature of the authorized signatory)

**(Note; To be put in a separate sealed cover marked as “Financial Bid”)**