

**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)

NOTICE INVITING TENDER FOR HIRING CAB SERVICES

IIIT-Delhi invites sealed Financial Bid from reputed agencies / companies in two bid system (Technical Bid and Financial Bid separately) located in New Delhi/Delhi, for hiring of AC Cars on regular basis for official use of IIIT Delhi as per details below:

Bid Schedule

Date of Start and downloading the tender	09 May 2016
Last date and time for submission of tender	31 May 2016 at 1430 Hrs. (tender may be deposited in the Tender Box kept in Service Block of the Institute)
Date and time of bid opening	31 May 2016 at 1500 Hrs
Address for communication & submission of tender documents and opening of technical bid	IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020

Scope of Work

Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government empowering it to do research and development and grant degrees. The Institute has a requirement for hiring of AC Cars on regular basis for use by Institute.

The scope of work includes:

- a) The Institute reserves the right to hire more than one agency at a time.
- b) The office of the agency must be within **5 kms** form IIIT-Delhi.
- c) Only CNG vehicle or diesel/Petrol Vehicles with All India Permit are to be used.
- 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 rules made there under including other instructions/requirements issued/specified from time to time.
- e) The vehicles supplied should not be purchased/ registered before 2013 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 traveled 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 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.

- i) The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
- j) 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.
- k) The Contractor shall obtain adequate insurance cover for the vehicle, his 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 and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the Contractor's obligations pursuant to this tender.
- l) 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 supervisory staff or any other staff member/ student / passenger of IIIT-DELHI, the Contractor shall, replace such staff
- m) The Contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
- l) 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.
- m) Documentary proof for formation / constitution of the tenderer's firm with name, address, telephone no., fax no., Email ID and communication address may be furnished.
- n) Contractor shall abide by all applicable laws including labour 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
- o) IIIT-DELHI reserves the right to ask and require the contractor to remove any Contractor Employee deployed by the Contractor, without assigning any reason/notice therefore.
- p) 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.
- q) 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.
- r) 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.

s) Any legal disputes will be subject to jurisdiction of Delhi Courts.

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 as above will be considered for opening of financial bid. The agency quoting the lowest rate shall be considered for award of work. IIIT, 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.

The work shall be awarded for initial period of **one year extendable by another two years on yearly basis**.

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.

Payment Terms

Monthly bill by the 7th day of next month shall be raised for as per the agreed rates plus service Tax/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.

How to submit

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope **“Providing Taxi Services”** enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, so as to reach the Registrar, **IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020** by **1430 Hrs on 31 May 2016**

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

**Signed
Registrar**

Technical Bid

NOTICE INVITING TENDER FOR PROVIDING TAXI SERVICES

1	Name of Organization	
2	Constitution of the Agency (Proprietorship / Partnership / Private Limited Company / Public Limited Company)	
4	Registration No of agency	
5	Correspondence Address	
6	Contract Person	
7	Contract Details Tel No Fax No Email Add	
6	Profile of the agency (Please attach)	
8	Distance of Agency from IIIT Delhi	
9	Experience (No. Of Years) in the field of providing Hired Taxi	
10	Number of Vehicles (Ownership of Vehicles), Certificate to be attached	
11	A CA certificate certifying the turnover of the applicant bidder for the last 3 financial years i.e. 2013-14, 2014-15 & 2015-16 . The turnover should be in the name of applicant organization only and not that of group/ sister organizations.	
12	Self attested photocopies of latest Income Tax Returns for the last 3 years.	
13	Permanent Account No. (Self certified copy)	
14	Services Tax/VAT No. (Self certified copy)	
15	TAN (Self certified copy)	
16	List of Clients (please attach details)	
17	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.	
18	Other relevant details	

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/ Firm

Date:

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 cabs	Indigo/Amaze	Swift Dezire/SX4 and similar cabs	Innova and similar cabs
1	80 KM & 8 Hours			
2	40KM &4 Hours			
3	Per KM Rate for extra km			
4	Per Hour rates for extra hours			
5	Night charges for out station			

- b) **Pick-up/ drop basis:**

Sr. No.	Type of Vehicle (AC)	Airport (pick-up/ drop)	New Delhi Railway Station (pick-up/ drop)	Old Delhi Railway Station (pick-up/ drop)	H. Nizamudin Railway Station (pick-up/ drop)
1	Indigo/Amaze				
2	Swift Dezire/SX4 and similar cabs				
3	Innova and similar cabs				

- c) Certified that all the terms and conditions of the tender document are acceptable to us.

(Signature of the authorized signatory)

Date:

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