

Indraprastha Institute of Information Technology-Delhi
Okhla Industrial Estate Phase III, New Delhi-110020

IIITD/HR/Tender-Car/2017/ 22797

May 19, 2017

To

1. List Attached

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Subject -Tender Notice for hiring of Car.

Sealed Tender are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/Companies located in New Delhi/Delhi, for hiring of One (AC) Swift Dzire or equivalent regular basis for official use of Projects Department of IIIT-Delhi.

The Technical bid should contain following details:

- The contractor should have at least two years' experience of providing vehicles to Govt. 1 Semi Govt./ PSUs satisfactory service certificate from the concerned Department need to be furnished along technical bid otherwise tender document will be treated as not acceptable.
- PAN number and copy of the latest Income Tax Service Tax certificate.
- Copy of RC of the vehicle registered In the name of the transport company /firm.
- A certificate from the bidder that all the terms and Conditions are acceptable to him.

General Conditions:

- Closing date & time for receipt of bids: Closing date will be June 20, 2017 by 3 PM. Opening date of the technical bid will be 3:30 PM.
- Decision of Competent Authority of the Department regarding acceptance or rejection of a tender will be final and binding.
- The contract will be valid for six months from the date of award the contract and extendable by mutual consent of the parties.

- The drives engaged in the Taxi should have valid driving commercial license to operate, the taxi, issued by the Transport Authorities Other necessary certificates like Road. Tax clearance, pollution certificate etc. should be in existence for the vehicles.
- The driver should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.
- The Vehicle on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
- In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
- The Department reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- Billing will start from and end with Office premises or designated place and not from & with the Taxi stand. Vehicle must first report to the Chief Engineer (Projects). Where meter reading will be noted and then proceed to the destination on all days except Sundays or Holidays. On Sundays and National Holidays the vehicle may directly report to the designated person where meter reading should be got noted from the user.
- The technical bid and the financial bid should be sealed by the bidder in separate covers, duly superscribed and both these sealed covers are to be put in a bigger cover, duly superscribed as "Bid for supply of "AC Car". The cover containing both the bids should be addressed and submitted to the Registrar, IIIT-Delhi.

Format for submitting financial bid for supply of AC Car on need basis:

S. No.	Particulars	Rate of AC Swift Dzire	Rate of Vehicle Equivalent to Swift Dzire (AC)
1	65 KM & 10 hrs.		
2	Charges - for every additional KM beyond 65 Kms		
3	Charges for every additional hour beyond 10 hours.		