



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

IGNOU, Regional Centre

Gandhi Bhawan, BHU Campus, Varanasi-221005

Website: [rcvaranasi.ignou.ac.in](http://rcvaranasi.ignou.ac.in), Email: [rcvaranasi@ignou.ac.in](mailto:rcvaranasi@ignou.ac.in)

Phone: 0542-2368022, 2368622

### TENDER NOTICE

IGNOU Regional Centre, Varanasi invites sealed Tender/Quotation for **Hiring of Taxi on Monthly/Daily basis**. Tender/Quotation is available at IGNOU Regional Centre, Gandhi Bhawan, B.H.U. Campus, Varanasi **from 12.06.2017 to 11.07.2017 between 10: 00 am to 04:00 pm** on payment of Rs. 500/- (Rupees Five Hundred Only) through Bank demand draft drawn in favour of "IGNOU" payable at Varanasi. Tender document can also be downloaded from IGNOU Regional Centre website: <http://rcvaranasi.ignou.ac.in> and submitted to this office alongwith demand draft of Rs. 500/- drawn in favour of "IGNOU" payable at Varanasi.

**Last date of submission for Tender/Quotation is 11.07.2017 (5.00 pm).**

This office reserves the right to accept or reject Tender without assigning any reason.

**Regional Director**



F.No. IG/RCV/Taxi/2017/  
Dated : 12.06.2017

To

M/s.

.....  
.....  
.....

**Sub: Hiring of Taxi for Regional Centre, Varanasi on monthly/daily basis.**

Sir/Madam,

Sealed tenders under two bid systems are invited for hiring of taxi service for the Regional Centre, Varanasi for a **period of one year** which can be further extended by mutual consent. In case your firm/agency is interested, please give your rates in sealed covers in the enclosed Performa.

Please note that "terms & Conditions" are to be returned to us after signing each and every page thereof as a token of acceptance of the same by the tenderers.

The Tenders in sealed cover should reach the following address positively on or before **11.07.2017 (5.00 pm)**.

**THE REGIONAL DIRECTOR,**  
IGNOU REGIONAL CENTRE VARANASI  
GANDHI BHAWAN, BHU, CAMPUS  
VARANASI- 221005

Yours Sincerely,

**Regional Director**  
IGNOU Regional Centre,  
Varanasi

Encls.:

1. Terms & Conditions (Page No. 1 to 4)
2. Annexure-I (Technical Bid) (Page No. 5)
3. Annexure-II (Financial Bid) (Page No. 6)
4. Affidavit Proforma (Page No. 7)
5. Checklist (Page No. 8)

**DOCUMENTS FOR HIRING OF TAXI**  
**(Terms & Conditions)**

Indira Gandhi National Open University (IGNOU) is a Central University established by an Act of Parliament having its headquarters at Maidan Garhi, New Delhi and Regional Centres in all the States of the Country. The Regional Director, IGNOU Regional Centre Varanasi is inviting sealed quotations from the reputed taxi providing agencies, duly authorized to operate such services and inter-state services and having **Indigo/Indica**, etc. Cars, for providing taxi for official use of the Regional Centre on the following terms and conditions:

<b>Last Date and Time for submission of Quotation</b>	11.07.2017	5.00 pm
<b>Date and Time for Opening Technical Bids</b>	12.07.2017	11.00 am
<b>Date and Time for Opening Financial Bids</b>	12.07.2017	3.00 pm

1. Under the contract, the vehicles will be required as follows :
  - i) Non-AC vehicle on monthly basis for a package of 1500 Km for 12 hrs/per day including driver, fuel, maintenance, etc.
  - ii) Non-AC vehicle on full/half day basis for 8 hours/80 Kms or 4 hrs/ 40 kms per day.
2. The agency should ensure that in addition to the vehicle on monthly basis, additional vehicles are to be provided to IGNOU as per requirement on full/half day basis, as and when requested.
3. The university may require Non-AC Vehicles.
4. The vehicle should not be more than 3-5 years old and should be in excellent condition.
5. Vehicle should be parked at Regional Centre at the above address during the assigned slot of 12 hrs. If not parked at the Regional Centre, distance run from the office to garage will not be considered for payment.
6. The normal working hours of IGNOU Regional Centre Varanasi is 9.30 am to 6.00 pm, five days a week. However, the vehicle can be requisitioned beyond office hours and during Saturdays and Sundays also. Four days weekly off will be given in a month at the convenience of the Regional Centre.
7. A permanent driver shall be deputed by the agency for the taxi hired on monthly basis.
8. The vehicle and driver shall not be changed frequently. If done, advance intimation shall be given to the IGNOU Regional Centre Varanasi. The vehicle and the driver should be in such a condition so as to undertake long trips both within and outside the city as and when needed.
9. All documents and records pertaining to the vehicle should be perfect and current.

10. Personal documents of the driver should be up-to-date in all matters. He should be well dressed, well mannered and punctual.
11. He should be able to speak, read and write in Hindi/Local Language, having the ability to understand English.
12. Any loss to the IGNOU Regional Centre Varanasi with regard to the operation of the vehicle, due to the negligence of the driver or the taxi providing agency, the taxi providing agency shall be responsible and will be liable to make good the damages. IGNOU has no responsibility or liability in case of any damage, if any caused to the vehicle or by the vehicle during the contract period.
13. In case of any accident, the taxi providing agency shall do all the repairs without any liability on the part of IGNOU Regional Centre.
14. The taxi providing agency shall maintain the vehicle regularly without any liability on IGNOU's part. If the vehicle provided to the University is drawn for any routine maintenance or repairs, an alternate vehicle shall be provided for the interim period, giving prior intimation to the IGNOU Regional Centre, Varanasi.
15. The taxi providing agency shall arrange to provide the vehicle at the premises directed by the concerned officer at the IGNOU Regional Centre at the stipulated time of any day.
16. The agency will ensure that entries in the log sheets are made correctly with complete details of journeys performed like timing, places visited, purpose of journey, Number of Kms (including coming and closing speedometer reading) etc. and signature of the officer using the vehicle are obtained immediately after the journey is over. The RD/AR shall be the custodian of the log book.
17. Payment for the hiring of vehicle shall be made on monthly basis against the submission of bills duly accompanied by the original log sheet certified by the authorized officer(s) who have used the vehicle. Bills shall be verified at the Regional Centre and payment shall be made through cheque within 10 days. Applicable TDS will be deducted on the bill, before releasing the payment.
18. **Earnest Money Deposit (EMD):** The agency shall have to deposit **Rs. 5,000/-** as earnest money deposit (EMD) by way of Bank Draft of Nationalized Bank in favour of **IGNOU** payable at **Varanasi**. No cash will be accepted. No interest will be paid on the amount of EMD and the EMD will be refunded to the unsuccessful tenderers after award of the work to the successful bidder. EMD of successful bidder will be converted as interest free performance security and will be refunded after expiry of the contract period.
19. As far as possible, the rates to be quoted by the bidders shall be reasonably minimum and no beyond the rates notified by the respective State Govt.
20. The rates may be quoted in the prescribed proforma, which should be inclusive of all taxes and other charges, if any.

21. The rates shall be written both in Words and Figures. If there is any discrepancy between the rate quoted in words and figures, the rate quoted in words shall prevail. Alternations, if any, in the quotation shall be attested properly by putting signatures and seal, failing which the quotation is liable to be rejected.
22. The monthly contract rate will be finalized after taking into account the rates quoted by all bidders for monthly charges, additional charges for extra km and hour. The lowest rates offered by any agency for any of the three charges will be offered to the agency quoting the lowest monthly rates.
23. As per circular No.172/2013-ST dated 19/09/2013 issued by the Central Board of Excise & Customs, Ministry of Finance, Educational Institutions are exempted from payment of Service Tax.
24. Toll tax and parking fee, if any, incurred during the official visits shall be paid based on the actual and on proof of payment along with the monthly bill.
25. **SUBMISSION OF QUOTATION:-**
  - a) The bid document is divided into two parts “Annexure-I Technical Bid” and “Annexure-II Finance Bid”.
  - b) **Annexure-I** complete in all respects along with the following enclosures should be put in a sealed cover super scribing “**Technical Bid for hiring of Taxi Services**”.
    - i) DD for Rs.5,000/- towards EMD.
    - ii) Copy of PAN Card.
    - iii) Copies of RC Books of vehicles.
    - iv) Copy of Service Tax Registration Certificate, if registered.
    - v) Copies of present/previous contracts, if any.
  - c) **Annexure-II** duly completed should be put in a separate sealed cover superscribing “**Financial Bid for hiring of Taxi Services**”.
  - d) Both the covers containing Annexure-I and Annexure-II should be put in a third sealed cover superscribing “**Quotation for hiring of Taxi Services**”.
  - e) Quotation as above is to be submitted to the Regional Director, IGNOU Regional Centre Varanasi so as to reach him **on or before 11.07.2017 (5.00 pm)**.
26. The quotations received after the prescribed date and time shall not be considered.
27. **The Technical Bids will be opened on 12.07.2017 (11.00 am)** by the duly constituted Tender Opening Committee in the presence of the taxi providing agency or their representatives who may like to be present. The same will be opened even if the taxi providing agency is not present at the scheduled time.
28. **The Financial Bids will be opened on 12.07.2017 (03.00 pm) only for the technically qualified bidders.** The parties/bidders will be formally informed about the time and date of opening of Technical / Financial bids by Post/Fax/Phone/Email.

29. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder from the present bid and any future bids in IGNOU.
30. The Regional Director, IGNOU Regional Centre Varanasi reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
31. IGNOU shall have no obligation to convey reason for rejection of any bid. It shall be open for IGNOU to reject even the lowest bidder in the interest of the University and no reason needs to be given therefore.
32. In case the tender submitted by the taxi providing agency is accepted by the Regional Centre and the contract is awarded to the taxi providing agency, then the agency shall within 15 days of acceptance of its tender shall execute an agreement with the IGNOU Regional Centre on Rs.100/- stamp paper incorporating all the terms and condition under which the IGNOU accepts its tender.
33. Further to the above, the agency shall submit an affidavit in the enclosed format on a Rs.50/- non-judicial stamp paper duly notarized along with the technical bid.
34. Initially, the contract shall be assigned for a period of one year which, on mutual agreement, may be extended on the same terms and conditions for a further period of one year.
35. The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
36. Tenders not conforming to these requirements shall be summarily rejected and no correspondence in this regard shall be entertained.
37. Failure to provide the required number of vehicles to the Regional Centre will attract penalty of Rs.100/- per day per vehicle subject to the maximum of Rs.500/- per day.
38. Failure to provide the service and/or stoppage of service without giving advance notice as mentioned above can cause cancellation of the contract and forfeiture of the performance security.
39. Tender once submitted, it would be presumed to have understood and accepted all the terms and conditions. No inquiry, verbal or written shall be entertained in respect of acceptance/rejection of the tender.
40. In case of any dispute parties shall resolve the dispute by mutual discussions within a period of 30 days failing which regular courts under whose jurisdiction the Regional Centre is located only will have the jurisdiction to adjudicate upon the matter.

**Regional Director**  
IGNOU Regional Centre  
Varanasi

**IGNOU REGIONAL CENTRE VARANASI**  
**QUOTATION FOR HIRING OF TAXI – TECHNICAL BID**  
**(To be sealed in separate envelope)**

Details of Earnest Money Deposit <b>Rs. 5,000/-</b> (Please attach the DD with this form)		DD No.
		Dated :
		<b>Bank:</b>
1.	Name of the tenderer/agency (in block letter)	
2.	Address with Telephone No.	
3.	Whether Regd./Pvt. Ltd./Other	
4.	Name of the Proprietor/Partner/Managing Director	
5.	Name of the Contact Person with Telephone No.	
6.	Service Tax Regn. No. (attach copy of Regn. Certificate)	
7.	PAN No. (attach copy of PAN Card)	
8.	Total No. of years of service in the field	
9.	Present Client list	
	Name of the firm	Name & Telephone No. of contact person
		Contract period
10.	Details of vehicles owned/put in service by the agency (Attach copies of RC)	
	Registration No.	Make & Model
		Year of Manufacture
11.	Whether Taxi is Registered with RTO for Taxi purpose, If yes, please attach a copy, of the letter	

I confirm that I have read the bid document and agree to all the terms and conditions mentioned therein. I also understand that in case any of the statements furnished by the undersigned is found false OR if any of/all the terms and conditions of the bid documents are not complied with, the contract is liable for cancellation.

Signature of the authorized person with date  
Name :

**IGNOU REGIONAL CENTRE VARANASI**  
**QUOTATION FOR HIRING OF TAXI – FINANCIL BID**  
**(To be sealed in separate envelope)**

Name of the taxi providing agency		
SI. No.	Particulars	Rate (in figures and in words)
1.	(i) <b>Non AC taxi on monthly basis</b> Indigo/Indica Non-AC car on monthly basis for 1500 kms for 12 hrs./per day including driver & fuel.	Rs...../- per month Rupees..... .....
	(ii) <b>Daily Basis</b> Indigo/Indica Non-AC car on daily basis for 8 hrs. And 80 kms per day including driver & fuel	Rs...../- per day. Rupees..... .....
	(iii) <b>Half-Day Basis</b> Indigo/Indica Non-AC car on half day basis for 4 hrs and 40 km	Rs...../- Rupees..... .....
	(iv) <b>Outside City</b> 250 kms outside as well as local per day including driver & fuel.	Rs...../- Rupees..... .....
2	(i) Additional Kilometer Rate	Rs...../- per Km. Rupees..... .....
	(ii) Additional Hour Rate	Rs...../- per hour. Rupees..... .....
	(iii) Night Stay Charge	Rs...../- per night. Rupees..... .....

Signature of the authorized person with date  
Name:



**AFFIDAVIT**

(To be submitted on non-judicial stamp paper of Rs. 50/- duly certified by notary public)

I ..... S/o Sh. .... aged ..... years,  
R/o ..... do hereby solemnly affirm and declare as under:-

1. That I am the Proprietor / authorized signatory of M/s .....  
having Head Office / Registered Office at .....
2. That the information / documents / Experience certificates submitted by M/s  
..... along with this tender for “ .....  
(Please specify the Name of Work”) in IGNOU are genuine and true and nothing  
has been concealed.
3. That I will adhere to the time schedule and are in possession of required  
infrastructural facilities to the quantum of paper asked by the University in the  
tender document.
4. I shall have no objection in case IGNOU verifies them from issuing authority(ies),  
I shall also have no objection in providing the original copy of the document(s), in  
case IGNOU demands it for verification.
5. I hereby confirm that in case, any document, information &/or certificate  
submitted by me is found to be incorrect/false/fabricated, IGNOU at its discretion  
may disqualify / reject my application for this tender out rightly and also debar  
me/ M/s ..... from participating in any future tenders.
6. I hereby confirm that there is no vigilance / CBI case pending against the firm /  
supplier and the firm has not been blacklisted in the past in any institution of the  
country.

**DEPONENT**

I, ..... the proprietor / authorized signatory of  
M/s ....., do hereby confirm that the contents of  
the above. Affidavits are true to my knowledge and nothing has been concealed there  
from and that no part of it is false.

Verified at ..... this .....day of  
.....

**DEPONENT**

(Signature & Seal of Notary)

# Checklist

1. The tenderer has read and understood all the terms & conditions.
2. The bid document is divided into two parts “Annexure-I Technical Bid” and “Annexure-II Finance Bid”.
3. **Annexure-I** complete in all respects along with the following enclosures should be put in a sealed cover super scribing “**Technical Bid for hiring of Taxi Services**”.
  - i. DD for Rs.5,000/- towards EMD.
  - ii. Copy of PAN Card.
  - iii. Copies of RC Books of vehicles.
  - iv. Copy of Service Tax Registration Certificate, if registered.
  - v. Copies of present/previous contracts, if any.
  - vi. an affidavit in the enclosed format on a Rs.50/- non-judicial stamp paper duly notarized along with the technical bid.
  - vii. “terms & Conditions” are to be returned to us after signing each and every page thereof as a token of acceptance of the same by the tenderers
4. **Annexure-II** duly completed should be put in a separate sealed cover superscribing “**Financial Bid for hiring of Taxi Services**”.
5. Both the covers containing Annexure-I and Annexure-II should be put in a third sealed cover superscribing “**Quotation for hiring of Taxi Services**”.

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