

**INDRAPRASTHA INSTITUTE OF INFORMATION
TECHNOLOGY
DELHI**

**(A State University Established by Govt. of NCT of Delhi)
Okhla Phase-III, New Delhi-110020
Tel.: 011-2690-7400-04, Fax: 011-2690-7405
Website: iiitd.ac.in**

NOTICE INVITING TENDER FOR PROVIDING TAXI SERVICES FOR DIRECTOR

NOTICE INVITING TENDER NO. IIIT-D/GA/Taxi-Director/2013(I)

Name of the work : Providing Taxi Services for Director, IIIT-Delhi.

Date & Time of Closing of Tender : May 20, 2013 at 3:00 pm

Date & Time for Opening of Tender (Technical Bid) : May 20, 2013 at 3:30 pm

**Address for submission/ opening of Tender : The Registrar
Indraprastha Institute of Information Technology
Okhla Phase-III, New Delhi-110020**

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY
DELHI**

Technical Bid[@]

NOTICE INVITING TENDER FOR PROVIDING TAXI SERVICES FOR DIRECTOR

NOTICE INVITING TENDER NO. IIIT-D/GA/Taxi-Director/2013(I)

1. Name of the Agency : :
(Full address with Tel. No)

2. Constitution of the Agency : Proprietorship / Partnership / Private
Limited Company / Public Limited
Company.

3. Registration No. of the Agency :
[Under State Govt. or any other Act.]
(Please attach documentary proof)

4. Distance of agency's office from IIIT-
Delhi in kms :

5. Name & Designation of the key/top
Official of the agency :

6. Current no. of clients of the agency

7. Details of infrastructure in terms of vehicles :
**(Specify no. of vehicles owned/ hired by agency and
enclose the copies of RC etc. of atleast 5 vehicles)
For details please attach separate sheet**

8. Name of agency's atleast 2 largest clients to :
whom Contractor provides similar
volume of services on monthly basis

9. Income Tax PAN No. :

10. Service Tax Registration No., if any :

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

Date:

@To be put in a separate sealed cover/ envelop superscribing the wordings **TECHNICAL BID**", Notice Inviting Tender No. and Name of the Tenderer.

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY
DELHI**

Price Bid[@]

NOTICE INVITING TENDER FOR PROVIDING TAXI SERVICES

NOTICE INVITING TENDER NO. IIIT-D/Gen-Admn/Transport/2010(I)

1. Name of the Agency :
(Full address with Tel. No)

2. Rates Quoted for *Monthly Basis for

a) **1500 km & 200 hours:**

Sr. No.	Type of Vehicle (AC)	Rate Quoted in Rs.	Rate per extra km, if any	Rate per extra hrs, if any
1	Indigo/Desire etc.			
2	SX4			

b) **2000 km & 240 hours:**

Sr. No.	Type of Vehicle (AC)	Rate Quoted in Rs.	Rate per extra km, if any	Rate per extra hrs, if any
1	Indigo/Desire etc.			
2	SX4			

***For monthly basis, the vehicle will be parked and started nearby (within 05 kms) from the IIIT-Delhi, Okhla Phase, New Delhi-110020.**

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

Date:

Note: To be put in a separate sealed cover/ envelop superscribing the wordings “**PRICE BID**”, Notice Inviting Tender No. and Name of the Tender.

GENERAL CONDITIONS OF THE TENDER

1. The Technical Bid shall be opened at 3:30 P.M. on **May 20, 2013** or such later date, as may be notified by IIIT-DELHI. If the said date is declared as holiday at a later date, the tender will be opened on the next working day at 2:00 P.M.
2. The Tender shall remain open for acceptance for ninety (90) days from the date of opening of Tender by Indraprastha Institute of Information Technology (“**IIIT-DELHI**”). The time limit for acceptance may be extended by IIIT-DELHI at its discretion for such further period, as it may notify.
3. **The invitation to tender calls for bid proposals in two parts viz. Technical Bid and Price Bid.**
 - i.) Technical Bid shall consist of required documents as per the tender documents and technical details. Leaflets/information brochures (if any) showing the technical and general details of the vehicles offered shall also be enclosed with the Technical Bid. Deviations, if any, from tender specifications, clause-wise and commercial terms and condition should be clearly mentioned in the sheet as specified. The tender form and all annexures and attachments thereto shall be submitted with this bid with each page being consecutively numbered and duly signed by the bidder along with the seal of the Contractor.
 - ii) Price Bids shall consist of price details in the given proforma of the tender.
 - iii) The Technical Bids and Price Bids should be submitted in individual separate sealed envelopes super scribed with “Technical Bid” / “Price Bid”, as applicable. Sealed envelopes containing the Technical Bid and the Price Bid shall again be put in another envelope duly sealed and super scribed with the tender number, name of work, due date of opening and Name of the Contractor.
 - iv. At the time and date of opening of tender, only Technical Bids shall be opened and read out in open.
 - v. The time and date of opening of Price Bids shall be intimated to the technically alified bidders later.
 - vi. Incomplete tenders or not complying with the above conditions are liable to be rejected without any further reference.
 - vii. This tender document is not transferable. The tendered work, if awarded, is not transferable.
 - viii. The Institute has reserved the rights to hire more than one agency.
 - ix. The Institute has also reserved the right to cancel the tender without assigning any reason thereof.

TERMS AND CONDITIONS FOR PROVIDING TAXI SERVICES FOR IIT-DELHI:

1. The Institute has reserves the right to hire more than one agency at a time.
2. The Vehicle to be hired on monthly basis will be required to be parked and started nearby (within 05 kms) from the IIT-Delhi, Okhla Phase-III, New Delhi-110020.
3. All the vehicles supplied to IIT-DELHI 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.
4. The vehicles supplied should not be more than one year old and should be in good condition. The contractor should ensure regular service of the vehicle for proper service conditions.
5. 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.
6. Rates quoted in the tender document/ negotiated will remain the same throughout the contract period.
7. 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.
8. The contractor shall be responsible for the good conduct and behavior of the his employees. If any of the Contractor's Employees is found misbehaving with the supervisory staff or any other staff member/ student of IIT-DELHI, the Contractor shall, on receipt of instructions from the Registrar, IIT-DELHI or any other Officer designated by the Registrar, IIT-DELHI in this regard, replace such contractor Employee, at the Contractor's risk and responsibility.
9. The Contractor shall issue necessary instruction to his fleet staff to act upon the instruction given by the Supervisory-Staff of IIT-DELHI.
10. The Contractor shall ensure proper and reasonable precautions during performance of their obligations and in the event of any loss being caused to IIT-DELHI on account of negligence/dereliction of duties or performance of their obligations by the Contractor or the Contractor's staff, the Contractor shall be liable to indemnify IIT-DELHI for such loss, out of the Contractor's insurance cover or otherwise, such loss being quantified after an inquiry comprising of the representative of IIT-DELHI and the Contractor.
11. The Contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
12. If the Contractor fails to perform its obligations on any day in any assigned route, IIT-DELHI may, without prejudice to its other rights and remedies, levy a charge of Rs. 500/- for each day or part thereof.
13. 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.

14. 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.
15. The Contractor's staff proposed to be employed by the Contractor for performance of obligations as envisaged hereunder shall be subject to screening by IIIT-DELHI, to ascertain their antecedents, suitability and skills. Before deploying any Contractor Employee in IIIT-DELHI the contractor shall furnish complete particulars and obtain written approval of the designated officer of IIIT-DELHI. The IIIT-DELHI reserves the right to interview the Contractor Employee(s), if considered necessary by it, before giving such approval.
16. 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.
17. The Contractor Employees shall be trained and educated. The Contractor shall also undertake at his own expense in consultation with IIIT-DELHI, a continuous updating of skills and procedure to be followed by the Contractor Employees provided to IIIT-DELHI by organizing suitable training schedules for them.
18. The duration of the contract shall be one year subject to quarterly appraisal and 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.
19. 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.
20. 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 want to discontinue the work he will have to serve two months clear notice to the contractee (IIIT-DELHI) for termination of the contract.
21. Any legal disputes will be subject to jurisdiction of Delhi Courts.

Annexure-“B”

ACCEPTANCE CERTIFICATE

I.....(designation).....,of (Name of the Company)..... hereby accept the above-mentioned Terms & Conditions for providing the Taxi Services for Director at IIIT-DELHI. I am competent and authorized to give this acceptance on behalf of M/s.....

Signature Company Seal

Date: