



**DR. BHIM RAO AMBEDKAR COLLEGE**

(University of Delhi)

Main Wazirabad Road, Delhi-110094

Phones: 22814126, Telefax: 22814747

www.brambedkarcollege.org, Email: info@bramedkarcollege.org

Ref. No.: BRAC/Taxi/2016-17/ 1129.1 to 1129.9

Date: 14.12.2016

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------(List Enclosed)-----  
------(College Website)-----  
------(Pub. Notice Board)-----  
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**Sub:- Quotation for Hiring Taxies**

Sir/Madam,

1. Sealed quotations (Technical & Financial to be put in 2 sealed envelopes separately) addressed to the Principal as applicable are invited from experienced and established Suppliers empaneled preferably with appropriate agencies of Delhi/ Central Government to supply..... One Taxi services (subject to change).
2. Suppliers should not have been blacklisted by any Ministries/institution/agency etc. Rates/Prices should be valid for at least one year after the date of opening tender. Service Tax/VAT etc. as applicable should be mentioned separately. Any effort by the bidder to influence the purchaser in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of the bidder's bid.
3. Please ensure (A) Quotations; (B) Demand Draft; (C) Agency/ Proprietor's Profile are also enclosed. Any Prospective bidder requiring any clarification on the bid should notify through e-mail at the mailing address info@bramedkarcollege.org. The quotations which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
4. Your quotations must enclose: (i) supporting documents as required in Annexure I (ii) list of clients for work done during the last three years; and (ii) demand draft for the earnest money deposit (EMD) @ 2% of the bid value i.e. rounded off to Rs.5,000/- should be drawn in favour of Principal, Dr. Bhim Rao Ambedkar College. A bid received without Bid Security (EMD) shall be rejected.
5. Both the Technical (Annexure I) and Financial (Annexure II) bids are to be separately sealed and put in a duly sealed bigger envelope with a mark '**Quotation for Hiring Taxies** and should reach the college by 30.12.2016 upto 3:00 p.m. Bids received after the specified date and time shall not be considered. Technical Bids will be opened on 30.12.2016 at 3:30 p.m. in the presence of the bidders or their representatives, who may wish to be present. The financial bid will be opened only of those bidders, who are qualified in Technical Bid and the date will be notified on the college website.
6. The other terms and conditions of the tender is as per Annexure III
7. Please note: The College reserves the right (i) to shortlist parties after examining the product for their technical specifications/ product supplies feedback/ standardization etc. (ii) to select more than one firm for supply of item(s). (iii) to accept or reject of a particular tender and not bound to accept the highest bidder. The College will be responsible in any manner for the delayed delivery of deposits of EMDs. (iv) to exclude the party from consideration if the documents/information is not provided as required or incomplete or hypothetical or lacking in any form; or the college had come to know that such a vendor/ proprietor/ person is canvassing in any manner or can go against the college interests at any stage; (v) to take the appropriate steps/action as warranted from time to time if not satisfied with the work and delivery of services as per the rules in the interest of the college and penalty as deemed fit will be imposed if supply is time-barred; (vi) to amend/modify discontinue/terminate the current process at any stage without being liable to any one and assigning any reason; and change the quantity/ number of items depending upon the situation if circumstances so warrant (vii) to amend/ withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all bids without giving any notice or assigning any reason thereof.
8. The decision of the Competent Authority whatsoever will be final and binding and shall be put up on the college website and public notice board accordingly.

Principal

*[Signature]*  
16.12.16

A.O.

*[Signature]*

Consultant

*[Signature]*  
14/12/16

S.O. (A/C)

*[Signature]*  
15/12/16

SPAT Original - AO  
23 AO - to follow up.

3. SPA  
COPY  
4. SNA - website

Technical Bid

**Please Note:** Organization has to Furnish Information/Attach all documents (without complete information and documents, Tender will be rejected). Clarification, may be sought through Email: [info@bramedkarcollege.org](mailto:info@bramedkarcollege.org)

1.	(1) Name of the Proprietor:..... (2) Mobile No. (i) .....; (ii).....; Email..... (3) Address.....
2.	Name of the responsible Person/Manager of the office:..... Telephone No.: (Office).....; (Residential):.....
3.	Office Address of the Firm:..... Telephone No:.....; Email:..... Empanelment with GNCTD No:..... Empanelment with Central Govt. No:.....
4.	Number of Clients served during the last 2 years:..... Telephone No of Clients 1:.....; Client 2.....; Client 3..... Client Address for which presently working:.....
5.	Number of Vehicles owned by you:..... (a) Vehicle Model:.....; (b) Vehicle No:.....
6.	PAN No. Registration Certificate:..... (Attach all copies)
7.	CST/VAT/ Excise Duty/TIN/Sales Tax/ Service Tax Registration No:..... (Attach a copy)
8.	Audited accounts statements for last three years are attached: Yes.....; No.....
9.	Detail of Demand Draft (EMD):- D.D. No.:.....; Date:.....; Amount:..... Name of the Bank.....; Branch:.....
10.	Details of the bankers: Name of the A/c Holder:.....; Bank Name:.....; Account No..... IFSC Code:.....; MICR No.....; Branch Name..... Address.....
11.	Copies of last three IT returns:.....
12.	Copies of latest Service Tax/VAT paid:.....
13.	Proof of experience in supplying Taxies to Govt. Deptts/PSUs/Autonomous Bodies:.....
14.	We have examined Terms and Conditions and understood the contents of Tender. We further undertake to abide by those . I/We further promise to supply the items as per the samples examined (in terms of quality, colour, shade, size,/dimension and weight etc. by us and our firm is not blacklisted/ banned /suspended from business dealing with any institution/agency (Government or non-government)

(Signature)..... Address..... Full Name of the firm .....

Full Name ..... Organization's & Stamp.....

*Signature*  
G-16-12-16

## Financial Bid

<b>A. Daily Basis (in Rs.)</b>				
S. No.	Particulars	Swift Dezire	Maruti Ciaz	Honda Amaze
i)	50 KM & 10 Hrs. Daily			
ii)	Charges per Extra KM beyond 50 km per day			
iii)	Charges per Extra Hour beyond 10 hours per day			

**B. Monthly Basis upto a distance of 1400 kms., 260 hrs. per month (30/31 days)**

Sr. No.	Particulars	Amount (in Rs.)
i)	Swift Dezire	
ii)	Maruti Ciaz	
iii)	Honda Amaze	
<b>Charges per extra Km.</b>		
i)	Swift Dezire	
ii)	Maruti Ciaz	
iii)	Honda Amaze	
<b>Charges per extra Hrs.</b>		
i)	Swift Dezire	
ii)	Maruti Ciaz	
iii)	Honda Amaze	
	<b>Service Tax @</b>	

(Signature)..... Address..... Full Name of the firm .....

Full Name ..... Organization's & Stamp.....

*Signature*  
*16.12.16*

## TERMS &amp; CONDITIONS

1. The vehicles to be deployed should be in good working conditions along with driver holding valid driving license and other documents.
2. The driver should be well aware of the route of Delhi and NCR region, in proper uniform and should have mobile number.
3. All the charges towards repairs/servicing, salary of driver, fuel expenses (such as CNG/petrol/diesel) any other incidental expenses on operation and maintenance will be met by the firm.
4. Actual parking charges/ toll taxes/ entry taxes/ inter-state taxes for journey/ service taxes will be reimbursed subject to all reproduction of receipts along with the hiring charges bill.
5. The car will be insured by the firm. In case of any incident, all the claim/compensation will be met by the firm. The College will not responsible in any manner whatsoever may be the cause and consequences.
6. The driver shall be in possession of all valid documents concerning the vehicle, such as driver's license, road tax paid, registration, pollution under check, insurance papers etc. while on duty as per the law of the land. College will not be responsible to pay any penalty imposed by Government authorities in this regard or compensation for accidents etc. during the contract period. The firm will furnish all required document of the Driver at the begning.
7. The car with the driver will be placed at the disposal of the College as and when required. The College will be free to use it in any manner for carrying officials / officers and materials as per its requirement and your firm will not have any objection to it.
8. The time and meter reading of the vehicle will be started from the residence of officer/ College whichever applicable and will be ended at the same venue.
9. In case the car provided to the College breaks down, the firm will be charged three times the amount spent on transporting the officer to the destination. It will be deducted from the monthly bill.
10. TDS and other such taxes, as applicable from time to time will be deducted from the payment of bills.
11. College has the right to forfeit the security deposit in full or in part in the event of failure of on the part of the contractor to fulfill the terms and conditions of the contract.
12. The owner/firm should be in a position to supply cars/taxis on short notice as and when required. College reserves the right to requisition any number of vehicles during a day at the quoted and approved rates by the agency. The owner/firm should be in position to provide standby cars/taxi in case of the break down.
13. Car/taxis should not be more than two years old, and the Agency will provide all papers.
14. If vehicle is not used continually for three days or more with prior information to the Proprietor the per day average mileage will be adjust in the next month without additional charge or the per day averaged amount based on the last month bill be deducted from the current bill; and exercise of this option will vest with the College
15. The rates quoted should be valid for one year with effect from the date of contract. No request for escalation in rates shall be entertained for whatever reasons, during the currency of the contract.
16. The firm will keep the vehicle on duty in clean and perfect working condition. They will not sublet the car/taxi to any other person or agency during the period of hire by College.
17. In case the firm is unable to provide the cars/taxi on any other day, a penalty of Rs.1000/- (One thousand only) per day will be imposed on the firm. The same may be levied, if terms and conditions-prescribed herein are violated on any day of operation. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith at the risk, responsibility and cost of the Driver/Contractor.
18. The vehicle should reach the required location destination on time at least within 30 minutes before and/or after receipt of phone/ message from the user. A fine of Rs. 200/- per half an hour will be charged for delay more than 30 minutes after receipt of phone/ message and will be treated as violation of contract.
19. The period of contract shall be initially for one year or less as decided by the College from the date of award of the contract subject to further extension thereafter. However, the initial three months will be treated as Trial Period and if the College is not satisfied for the service, the agreement will be terminated.
20. College will have the exclusive right to cancel the agreement at any time without assigning any reason whatsoever and without any compensation to the firm.
21. In normal circumstances both parties can terminate the agreement with 50 days advance notice.
22. Jurisdiction for legal disputes, if any, arising during the period of the agreement, will be settled in Delhi.

(Signature)..... Address..... Full Name of the firm .....

Full Name ..... Organization's & Stamp.....

  
