

# **National Institute of Technology Kurukshetra**

## **Kurukshetra -136 119**

### **NOTICE INVITING QUOTATIONS FOR HIRING CAB SERVICES**

National Institute of Technology Kurukshetra invites sealed Financial Bid from reputed agencies / companies in two bid system (Technical Bid and Financial Bid separately), for hiring of Cars on regular basis for official use of National Institute of Technology Kurukshetra, its employees and students as per details below:

#### **Bid Schedule**

Date of Start and downloading the tender	27.09.2018
Last date and time for submission of tender	16.10.2018 till 5:00 PM
Date and time of bid opening	17.10.2018 at 10:30 AM
EMD	Rs. 10000/-
Address for communication & submission of tender documents and opening of technical bid	Professor in Charge (Stores) National Institute of Technology Kurukshetra Kurukshetra – 136 119 Email : <a href="mailto:stores@nitkkr.ac.in">stores@nitkkr.ac.in</a> Tele: 01744-233266, 233451 Fax : 01744-238050

#### **Scope of Work**

1. The Institute reserves the right to hire more than one agency at a time.
2. The agency must possess at least five vehicles in its name and the office of the agency must be within 15 kms form NIT Kurukshetra.
3. Only CNG / Diesel/Petrol Vehicles with All India Permit are to be used.
4. All the hired vehicles shall fully comply with vehicle fitness requirements in the State of Haryana, and all provisions of the Motor Vehicles Act, 1988 and rules made there under including other instructions/requirements issued/specified from time to time.
5. The vehicles supplied should not be purchased/ registered before 2016 and should be in good condition. The contractor should ensure regular service of the vehicle for proper service conditions.
6. The vehicles provided should be authorized to be used as taxis and should have proper permission of the areas to be travelled.
7. The contractor should be able to provide Taxis at a short notice (within 30minutes). For regular requisitions the taxi must reach the destination at least 15 minutes in advance.
8. 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.
9. The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.

10. Rates quoted in the tender document/ negotiated will remain the same throughout the contract period which shall be two years extendable by another two years on yearly basis at the sole discretions of the Institute and subject to good performance of the Contractor.
11. 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.
12. The contractor shall be responsible for the good conduct and behavior of his employees. If any of the contractor's employee is found misbehaving with the supervisory staff or any other staff member/ student / passenger of NIT Kurukshetra, the contractor shall, replace such staff.
13. The Contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
14. If the Contractor fails to perform its obligations on any day in any assigned route, NIT Kurukshetra may, without prejudice to its other rights and remedies and costs as at clause "5" above, levy a penalty of Rs. 1000/- for each day or part thereof.
15. 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.
16. Contractor shall abide by all applicable laws including labour and welfare Laws (ESI, PF, BONUS, Income Tax, Goods & Services 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 NIT Kurukshetra 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 NIT Kurukshetra shall not be held liable for such responsibilities/ obligations in any manner what-so-ever.
17. NIT Kurukshetra reserves the right to ask and require the contractor to remove any contractor employee deployed by the contractor, without assigning any reason/notice therefore.
18. The duration of the contract shall be for two-year subject to review by NIT Kurukshetra and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before two years, 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 NIT Kurukshetra and keep NIT Kurukshetra 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 wants to discontinue the work he will have to serve one month's clear notice to NIT Kurukshetra for termination of the contract.

21. Any legal disputes will be subject to jurisdiction of Kurukshetra 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. NIT Kurukshetra 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 two years 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 7<sup>th</sup> day of next month shall be raised for as per the agreed rates plus goods and services Tax as applicable. Payment shall be released within 15 days of receiving the bill at NIT Kurukshetra. 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 Earnest Money Deposit of Rs. 10,000 /-(Rs. Ten thousand only) drawn in favour of Director NIT Kurukshetra payable at Kurukshetra along with the above mentioned documents within the deadline set above by subscribing the envelope "**Providing Taxi Services**" enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, so as to reach the

### **Professor In Charge (Stores)**

National Institute of Technology Kurukshetra  
Kurukshetra – 136 119

**By 1700 Hrs on October 16, 2018.**

Proposal without EMD will be rejected out-rightly

### **Performance Security**

The Successful Bidder (s) are requested to furnish Performance Security for a sum of Rs.50,000/-(Rupees Fifty Thousand Only) by way of Demand Draft/Bankers' Cheque/FDR/Bank Guarantee from any scheduled commercial bank favoring the Director NIT Kurukshetra within 7 days from the date of award of contract from this end and the same will be refunded after the completion of the contract.

**Technical Bid**

**NOTICE INVITING QUOTATIONS FOR HIRING CAB SERVICES**

1	Name of Organization	
2	Constitution of the Agency (Proprietorship / Partnership / Private Limited Company / Public Limited Company)/ others (Please Specify)	
3	Registration No of agency	
4	Correspondence Address	
5	Contract Details of Contact Person Name & Designation Tel No Fax No Email Id	
6	Profile of the agency ( <b>Please attach</b> )	
7	Distance of Agency from NIT Kurukshetra	
8	Experience (No. Of Years) in the field of providing Hired Taxi	
9	Number of Vehicles (Ownership of Vehicles) <b>(Certificate to be attached)</b>	
10	A CA certificate certifying the turnover of the applicant bidder for the last 3 financial years i.e. 2015-16, 2016-17 & 2017-18. The turnover should be in the name of applicant organization only and not that of group/ sister organizations	
11	Self-attested photocopies of latest Income Tax Returns for the last 3 years.	
12	Permanent Account No. (Self certified copy)	
13	GST Number (Self certified copy)	
14	TAN (Self certified copy)	
15	List of Clients <b>(Please attach details)</b>	
16	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	
17	Other relevant details	

I/We hereby certify that the information given above is true and nothing has been concealed 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:**

Sr. No.	Particulars of AC cabs	INDIGO/AMAZE/ ZEST/ETIOS AND SIMILAR CABS	CIAZ/HONDA CITY AND SIMILAR CABS	INNOVA AND SIMILAR CABS
1	80 KM & 8 Hours			
2	40 KM & 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 rates**

Sr. No.	Type of Vehicle (AC)	Delhi (any Place including IGI Airport & Railway Station)	Chandigarh (including Mohali Airport)
1	INDIGO/AMAZE/ ZEST/ETIOS AND SIMILAR CABS		
2	CIAZ/HONDA CITY AND SIMILAR CABS		
3	INNOVA AND SIMILAR CABS		

**C. Round Trip**

Sr. No.	Type of Vehicle (AC)	Chandigarh (Any Place)	NIT Jalandhar	IIT Roorkee	SLIET Longowal	NIT Hamirpur	DELHI (Any Place)
1	INDIGO/AMAZE/ ZEST/ETIOS AND SIMILAR CABS						
2	CIAZ/HONDA CITY AND SIMILAR CABS						
3	INNOVA AND SIMILAR CABS						

**D. Per Km charges for round trip of minimum 200 Km/day:**

Other charges (if any) please specify

**E. Monthly Charges for different types of Vehicles (mentioned above) with minimum mileage of 2500 kMs. per month inclusive of Vehicle, Driver, Fuel etc.**

(Authorised Signatory)

**Date:**

(Note: To be put in a separate sealed cover marked as “Financial Bid”)