

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY, REGIONAL CENTRE, COCHIN**

Kaloor P.O., Cochin, Kerala-682017

Ph: 0484-2337077, 2340203, 2348189, e.mail.rccochin@ignou.ac.in

F.No.IG/RC/CHN/Taxi/1.11/14/

Dated: 14-07-2014

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Invitation of sealed quotations for hiring of taxi /vehicles on hire basis under two bid system for IGNOU RC Cochin– reg.**

Sir/Madam

Indira Gandhi National Open University (IGNOU) Regional Centre, Cochin desires to hire a Taxi on monthly basis and also to empanel the travel agencies for providing the vehicles on day to day on-call basis for other official purpose, for journey within the state of Kerala. Total estimated average kilometers which may be covered each month is approximately 2500 Kms. Details of our requirement and general instructions, terms and conditions are enclosed with this letter.

On behalf of the university, sealed quotations are invited by the undersigned. Interested registered taxi providers, in and around Cochin may submit their quotations in a sealed cover on or before **4<sup>th</sup> August 2014 upto 01.00pm** addressed to the:

**Regional Director,  
IGNOU Regional Centre,  
Kaloor P.O.  
Cochin-682017**

Quotations can also be dropped in the tender box placed in the Regional Centre at the above address.

**Important clause:** University reserves the right to accept or reject any quotation irrespective of its being lowest by taking into account such as quality of service, past performance of the Agency, etc. The interest of the University will be of paramount in this regard and the decision of the University shall be final.

Thanking you.

Yours faithfully,

**(Dr. M.Rajesh)  
Regional Director**

Encl:

1. Annexure-I: Details of requirements.
2. Annexure-II: General instructions and other Terms & conditions
3. Part-I: Technical bid
4. Part-II A&B: Financial bid.

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**Annexure-I**

**Details of requirements are as below**

**A: For monthly hire basis:**

Tata Indica Vista Petrol/Diesel (Non-A/C) and AC

**B: Specifications of requirement:**

1. Taxis/Vehicles to be provided should be in road worthiness and good running condition, with valid registration to run in Kerala, Comprehensive Insurance, PUC Certificate and valid permit etc.
2. Taxis/vehicles to be provided should be duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their premises/Garage/Stands from where such taxis are to be operated.
3. Expected average usage per month is 2500 km for the monthly vehicle. Hence, offers may be given for 2500Kms. Amount quoted should be exclusive of the applicable taxes if any. Service tax will not be reimbursed as per GOI order.
4. The excess kilometres run beyond 2500 kms will be payable per kilometres rate basis. Hence, rate per KM to be quoted separately along with fixed hire charges per month for 2500 KMs separately.
5. Vehicle should be placed at Regional Centre at the above address. If not placed at the Regional Centre, KMs run from office only will be considered for payment. It is desired that the same vehicle & driver is continued for full month.
6. Vehicle should be available for a minimum of 10 HRs (8.30 am to 6.30pm) /day for 26 days including holidays if required. 4 days leave will be given in a month at the convenience of Regional Centre. The rate for additional days in addition to 26 days may also be quoted.
7. The driver should have a valid driving license, badge and should be conversant with roads & geography of the places to which our officials are travelling, ie. Kerala.

**C : For other than monthly (on-call) basis:**

1. Quotation required for passenger vehicles:
  - a. Innova
  - b. Qualis
  - c. Tavera
2. Quotation required for goods carriers for transportation of study material to study centres
  - d. Toyota Mini lorry
  - e. Eicher
  - f. Tata Ace

Note: Specifications of requirements at Sl. No. 1, 2 will be applicable to the vehicle requisitioned on call basis also.

**Regional Director**

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Kaloor P.O. Cochin, Kerala 682017

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**Annexure-II**

**General instructions and other Terms & conditions:**

1. Sealed quotations are invited in TWO BID system for provision of vehicles as mentioned in the **Annexure-I**, from the **registered taxi/transport service providers only**. Hence, submission of copy of registration certificate is a prerequisite for consideration of the quotation.
2. The tender form can be obtained from the Regional Centre at the above address. Tender form can also be downloaded from [www.ignou.ac.in](http://www.ignou.ac.in).
3. Quotations/Price quote:
  - a. Quotations shall be submitted in the sealed cover in the **prescribed format only (Part-I, Part-IIA & Part-II B as enclosed)**. Technical bid (part I) along with EMD and annexure II duly signed on all pages as token of acceptance, should be kept in one sealed cover and financial bid should be kept in a separate sealed cover. Both these sealed covers should be kept in single large sealed envelope and submitted.

**NOTE:** The large sealed envelope should be super scribed as "QUOTATION FOR HIRING OF TAXI". The cover containing Technical bid and EMD should be super scribed as "Technical bid for hiring of taxi" and the cover containing the financial bid should be super scribed as "Financial bid for hiring of taxi".

- b. Rate quoted should be exclusive of taxes.
  - c. Rate quoted should be valid for a minimum period of 12 months (Twelve months)
  - d. Each and every page of the quote shall be signed by the authorized signatory.
  - e. Quotations received in any other format will not be considered.
  - f. Quotation must be unconditional. Any alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected
4. Sealed quotations duly signed, with covering letter and other documents only be submitted on or before **4<sup>th</sup> August 2014 upto 01.00 pm** addressed to:

**The Regional Director  
IGNOU Regional Centre  
Kaloor P.O., Cochin-17**

Note: i). Quotations can also be dropped in the tender box placed in the Regional Centre at the above address.
5. The sealed quotations will be opened on same day **at 03.00pm** in the office of the Regional Director, at the above address. Interested tenderers' may also be present at the time of opening of the tenders. No separate communication in this regard will be made to the tenderers.
6. The agency is required to furnish the total number of vehicle (each type) owned/ attached with them as required in the technical bid.
7. Agencies having experience of providing vehicles on hire basis to any government organizations (Central/State/Autonomous/PSUs etc) will be given a preference, subject to fulfilment of other terms and conditions. List of Central/State/Autonomous/PSUs firms served by the tenderer may be furnished, if applicable.
8. Once the offer is accepted, it will be binding on the contractor to render the service as per the requirement of the University and at such places and times as are specified by the University officers.

9. The contract will be in force for a period of one year from the date of its acceptance. However, the same can be renewed for a further period of one year on mutual consent. No hike in the rates agreed will be admissible during the currency of the contract for whatsoever reasons. Hence, rates once finalized will be fixed for a period of one year from the date of acceptance of the offer.
10. The drivers engaged by the agency should have valid driving license, badge and experience, aware of traffic rules and regulations and able to converse in English/Hindi and decent in behaviour with the staff/Guests travelling in the vehicles.
11. **Payment terms:**
  - a. In the event of acceptance of the quotation, the Regional Centre will make the payment towards the hire charges only for the kilometers run or minimum accepted Kms whichever is more at the agreed rates and applicable taxes thereon if any and no other expenditure shall be payable whatsoever. Opening and Closing Kilometers will be reckoned from the pickup point to drop point
  - b. Payment of hire charges shall be made, on monthly basis on submission of monthly bill. Along with the bill, duty sheet should be enclosed for each day of journey showing the opening KMs and closing KMs of the day, places visited, and name of the official/officer visited, purpose of visit, with signature of the staff/guest travelled, closing time etc. Accordingly, the driver provided with the vehicle shall make record of the particulars of the journey and obtain the signature of the staff/guest travelled in the vehicle.
  - c. The University shall not be responsible to any damage caused to the vehicle of what so ever nature. The University shall also not be responsible for any accident caused by the driver/vehicle during course of journey. All minor/major repairing work, if required, is to be attended by the Vehicle owner only. If vehicle gets break down during the journey, alternative arrangement shall be made by the agency at the least possible time.
  - d. Service Tax – as per circular No.172/7/2013-ST dated 19.9.13 issued by Central Board of Excise & Customs, Ministry of Finance, GOI educational institutions are exempted from service tax
  - e. Toll tax and parking fee if any incurred during outside official visits shall be paid based on the actual and on proof of payment along with the monthly bill.
  - f. The University will deduct TDS at source under Section 194C of Income Tax Act from the contractors at the rates specified by that Act from time to time on the income comprised therein and other surcharges as per instructions issued by Govt. Hence, a copy of valid PAN of the agency/proprietor allotted by the INCOME TAX department is required to be submitted along with quotation.
12. **The agency shall have to deposit Rs.10000/-** as earnest money deposit (EMD) (2.5% to 5% of specific estimated value as per University finance code) by way of Bank Draft of Nationalized Bank in favour of IGNOU payable at Ernakulam. No cash will be accepted. No interest will be paid on the amount of EMD and the EMD will be refunded (Original Draft) to the unsuccessful tenderers after award of the work to the successful bidders. EMD of successful bidder will be converted as interest free performance security and will be refunded after expiry of the contract period.
13. The successful tenderer will have to furnish performance security for an amount equal to five to ten percent of the estimated contract value in the form of bank draft/bank guarantee from any one of the nationalised bank in favour of IGNOU payable at Ernakulam covering the period for the contract. The amount of security deposit will not bear any interest.

14. The University reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job. However, the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the transport services the EMD/performance security submitted by him/her shall be forfeited.
15. Tender once submitted, it would be presumed to have understood and accepted all the terms and conditions given in **Annexure I & II**. No inquiry, verbal or written shall be entertained in respect of acceptance/ rejection of the tender.
16. Any act on the part of the tender to influence anybody in the University is liable for rejection of his tender.
17. The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
18. Tenders not conforming to these requirements shall be summarily rejected and no correspondence thereof be entertained what so ever.
19. **Important clause:** The undersigned or his representative as duly authorized reserves the right, on behalf of the University, to accept or reject any quotation irrespective of its being lowest without assigning any reason at any time. The interest of the University will be of paramount in this regard and the decision of the University shall be final.
20. Documents that are required to be submitted along with the tender.
  - a. Copy of Registration Number of the taxi agency.
  - b. Copy of Service Tax Registration Number.
  - c. Copy of PAN card of the agency/proprietor.
  - d. Demand Draft for Rs. 10000/- towards EMD from any Nationalized Bank drawn in favour of IGNOU, payable at Ernakulam.
  - e. List of Central/State/Autonomous/PSUs firms served by the tenderer may be furnished, if applicable.

**Regional Director**

**Part-I**

**TECHNICAL BID**

**To,  
Regional Director,  
IGNOU Regional Centre,  
Kaloor P.O.  
Cochin-682017**

**Sub: Part-I-TECHNICAL BID**

1. **Full name of the Travel Agency** :
2. **Complete Address** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. **Contact No.** :
- i. Office** :
- ii. Residence** :
4. **Commercial Registration No. (attach proof)** : \_\_\_\_\_
5. **PAN No. (attach copy of PAN Card)** : \_\_\_\_\_
6. **Service Tax No.** \_\_\_\_\_
7. **Total number of taxis/vehicles owned/attached with the agency:** \_\_\_\_\_
8. **Name of the authorised person** : \_\_\_\_\_

**Declaration:**

**I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Notice Inviting the sealed quotations and I/We undertake myself/ourselves to abide by them.**

**I/We further, declare that all the information given above are true.**

**(Signature of Tenderer with seal)**

**Name:**  
**Designation:**  
**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**Place:**  
**Phone (Off.)** \_\_\_\_\_

**(Res.)** \_\_\_\_\_

Part-II-A

PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF CAR/TAXI TO IGNOU  
REGIONAL CENTRE, COCHIN

To,  
Regional Director,  
IGNOU Regional Centre,  
Kaloor P.O.  
Cochin-682017

Sub: Part-II-A-FINANCIAL BID FOR MONTHLY VEICHLE

SN	Monthly basis (Package)	Details	TATA Indica (Non-Ac) Diesel/petrol Model not prior to 2012	Tata Indica A/C Diesel/petrol Model not prior to 2012
1	Monthly Basis (Package)  Local + Outstation Trip	<b>A) Total 2500 Km/ month (Inclusive of cost of POL and maintenance of the vehicle, Driver Charges, for a minimum of 10 HRs (8.30 am to 6.30pm) /day for 26 days including holidays. Parking/Toll charge etc, as per actual).</b> <b>B) In case of extra kilometer/ hours, then quote rate chargable :</b> 1. Rs. /-per km. 2. Rs. /-per hr. <b>Night stay Bata for outstation visits</b>		

**Note: 1. While computing the L1, the package rate mentioned at 'A' above shall be taken into account. 2. Rates must be quoted after going through the Terms and Conditions given in the covering letter**

(Signature of Tenderer with seal)

Name:

Designation:

Address:

Date:

Place:

Phone (Off.)

**Part-II-B**  
**PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF CAR/TAXI /VEHICLES TO**  
**IGNOU REGIONAL CENTRE, COCHIN**

To,  
Regional Director,  
IGNOU Regional Centre,  
Kaloor P.O.  
Cochin-682017

Sub: **Part-II-A-FINANCIAL BID FOR ON-CALL TAXIS/VEHICLES**

S.No	Vehicle Type	Rate per day (8hrs/80Kms)& 4hour/40kms	Rate per KM beyond 80Kms/40 km	Rate for hour beyond 8 Hours/4 hours	Night stay Batta (per night)
1	Innova (Non-AC)				
2	Innova (AC)				
3	Qualis (Non-AC)				
4	Qualis (Non-AC)				
5	Tavera (Non-AC)				
6	Tavera (AC)				
7	Toyota Mini Lorry				
8	Eicher				
9	Tata Ace				

**Note: 1. While computing the L1, the package rate mentioned at 'A' above shall be taken into account. 2. Rates must be quoted after going through the Terms and Conditions given in the covering letter**

(Signature of Tenderer with seal)

Name:  
Designation:  
Address:

Date:

Place:

Phone (Off.)



