



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Phone No.-011-25302137, 138, 139

Website: <http://ipu.ac.in>

## NOTICE INVITING QUOTATION (NIQ)

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, sealed quotations are invited from reputed & experienced agencies/transporters/fleet owners for engagement of agency for hiring of taxis (commercial vehicles) to meet out the emergent short-term day to day requirement of vehicles within Delhi NCR for the official usage in CET, End-Term Exam, JAC and other official activities of Guru Gobind Singh Indraprastha University, Dwarka, New Delhi. The NIQ can be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

Name of Work	Engagement of agencies for hiring of taxis (commercial vehicles) to meet out the emergent short-term day to day requirement of vehicles within Delhi NCR for the usage of Guru Gobind Singh Indraprastha University, Dwarka, New Delhi
Estimated cost of work	Rs. 25,00,000/- (Rupees Twenty Five Lakhs)
Earnest Money Deposit (EMD)	Rs. 50,000/- (Rupees Fifty Thousand Only) In the form of FDR/DD or online in favour of Registrar, GGSIPU, Payable at Delhi.
Period of Engagement	For a maximum period of six (06) months
Start date of Submission of sealed quotation	From 2 <sup>nd</sup> May, 2023 at 10:00 AM to 05:00 PM
Last date of submission of sealed quotations (Technical & Financial)	08 <sup>th</sup> May, 2023 upto 04:00 PM and Technical Bid shall be opened on the same day at 04.30 PM
Validity of Tender offer	120 days from the date of opening
The sealed quotations shall be submitted in two separate sealed envelopes (i) Technical Bid (ii) Financial bid in the office of Deputy Registrar (GA), Room No. 36, Ground Floor, Administrative Block, GGSIP University, Sector 16C, Dwarka, New Delhi 110078.	
The sealed envelope containing Financial bid of the technically qualified agencies shall only be opened after evaluation of their Technical eligibility.	

### Scope of work

1. Providing taxi (commercial vehicle), not older than three (03) years, purely on day to day requirement basis, as and when required, for journey in Delhi & NCR.
2. The AC taxi (commercial vehicle), such as Sedan / SUV, as required, shall be provided by the firm for full day i.e. 8 hrs/80 kms.
3. During the period of engagement, there may be bulk requirement for hiring of taxis (commercial vehicle) 100 Nos. or more for a particular day to conduct the CET, End term Examinations, JAC, Academic Audit, Student welfare, and other University Activities/Events/Meetings etc.
4. The taxis (commercial vehicle) engaged may be required mainly to carry University Representative/Officers/Officials alongwith documents / materials like Admission files, Examination material, various records, packaging materials & other material of Examination branch and Admission branch etc.
5. Successful agency should be in a position to provide up to 150 nos. of taxis (commercial vehicle) in a short notice of 12 hrs, on a particular day, as and when required, for journey in Delhi & NCR.
6. **The selected L1 agency can provide any kind of variant of vehicle for a particular segment (SUV/Sedan) against the booking. However, the University may ask the agency to provide the "specific variant" of a particular segment for their guest on special occasion and Agency will be bound to comply the same without any excuse.**

## EMD “Earnest Money Deposit”

1. **The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only)** shall be in favour of “Registrar, GGSIPU”, payable at Delhi in the form of FDR/ Bank Guarantee/ On-line transfer as per following details :-

1	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2	Account No.	927860555
3	IFSC Code	IDIB000G082
4	Bank Name	Indian Bank
5	Micr Code	110019071
6	Accounts Type	SB (Saving)
7	CBS Code/Branch Code	02029
8	Branch Name & Address	GGSIPIU, Sector-16C, Dwarka, New Delhi-110078
9	Banker’s Phone No.	011-28035244

2. Sealed quotations without Earnest Money Deposit will summarily be rejected.
3. The EMD of the successful bidders would be released after the receipt of Performance Security, as prescribed, in the form of FDR alongwith the agreement on **non-judiciary stamp paper of Rs.100/-**.
4. The bidder shall submit “Earnest Money Deposit” in original in hard copy in technical bid envelope. In case of online deposit of EMD, proof of online transfer will be required to submit.
5. No exemption will be given towards submission of EMD to the agencies covered under MSME/Start-ups.

## Technical Eligibility Criteria

Agencies are required to submit following documents in a separate sealed envelope to ascertain their technical eligibility to qualify for the said NIQ so as to open their sealed financial bid envelope:

1. DD/FDR/proof of Online Transfer receipt towards EMD of Rs. 50,000/-.
2. Copy of PAN card of firm/company/individual
3. Copy of GST Registration Certificate
4. Duly signed Certificate issued by **Chartered Accountant towards** minimum average annual financial turnover of **Rs. 20 Lacs or more** in providing taxis during the immediate last 03 (three) financial years ending March 2022.
5. Should have satisfactorily completed the 02 (two) similar works (i.e. providing commercial taxis) amounting to Rs. 15,00,000 or more in any Central Govt/State Govt/PSU/Autonomous bodies/ Govt. Establishments/Government Universities located in Delhi / NCR during the last 03 (three) years ending as on 30.04.2023.
6. Should have at least 1 (one) running contract of similar work on the date of NIQ in any Central Govt/State Govt/PSU/Autonomous bodies/ Govt. Establishments/Government Universities located in Delhi / NCR
7. Agency should have minimum 10 Nos. taxis (commercial vehicle SUV&Sedan) in the name of Transporters/Fleet Owners not older than three (03) years on the date of NIQ. The following details of vehicles alongwith copy of Registration Certificate are required to be submitted:

S. No.	Make of Vehicle	Registration Number	Model & Year of Registration	Permit no. and its Validity
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8. Participated Agencies should have not been blacklisted/debarred by any of Departments/Organizations of the Government of India/Government of NCT of Delhi in last 3 years on the date of submission of NIQ. A declaration of fair business practice undertaking on Rs 100/- affidavit by the Agency must be attached.

## Financial Bid Evaluation

1. The agency shall quote unit / item rates in Indian rupees (INR), both in words and figures for each segment (Sedan & SUV) of financial bid.
2. The weightage of Sedan & SUV vehicles would be 0.7 and 0.3 respectively.
3. The rates quoted by Agency will be multiplied by the respective weightage.

4. Accordingly, the individual weighted rates for Sedan & SUV vehicles will be calculated.
5. The L1 agency will be selected on the basis of total weighted least rate.
6. Thereafter, the work will be awarded to L1 agency and payment will be made as per actual rates quoted by the successful L1 agency in its financial bid.
7. Taxes payable as per rules i.e. GST, State Taxes to the agency will be paid extra by the University. The Toll Taxes, Parking etc., paid during the plying of taxies, shall also be paid by the University only when it is authenticated by the University Officials/Guest availing the services of the Taxi/taxies.
8. The rates will be valid for 06 months from the date of award of work.

### **General Terms & Conditions**

1. While technical evaluation, University may ask the supporting documents in connection with submitted documents against technical eligibility of the Agency, if so required.
2. All the documents submitted towards technical eligibility must be self attested by the participated agency.
3. Conditional quotations shall be summarily rejected.
4. The successful bidder will have to sign an agreement on a non judicial stamp paper of Rs.100/-. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.
5. The contract will be for a period of **06 months**. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than another six months on review of performance, depending upon the requirement and administrative convenience of the University as well as on the mutual consent of the agency / firm.
6. During the period of contract including the period of extensions, if any, the rates will not be revised on any pretext. The prospective firm / agency / contractor may quote the rates accordingly taking into consideration of this aspect.
7. Income tax, GST, TDS and any other tax at the rates in force during the period of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.
8. Successful L1 Agency has to submit Performance Security of Rs. 1,25,000/- i.e. equivalent to 5% of the estimated cost of NIQ within the 10 days of the award of Contract. The Performance Security shall be accepted in the form of FDR/Bank Guarantee in favour of "Registrar, GGSIPU", payable at Delhi with a validity of 08 months.
9. In case of non submission of Performance Security along with the Agreement within specified time, the earnest money will be forfeited and the successful bidder may be debarred / blacklisted after the approval of the Competent Authority.
10. Any loss to the University due to the negligence/lapse on the part of the agency/firm, the same shall be borne by the agency/firm. Alternatively, the amount of loss will be deducted from the amount payable to the agency or from the performance security.
11. Should be in excellent condition mechanically as well as get up/appearance wise / its outer body / interior / upholstery etc. and be decent looking and well maintained.
12. The vehicle, as provided, should not be older more than three (03) years.
13. The vehicle, as provided, should not be run more than 1,00,000 KMs.
14. On the basis of the detail of vehicles required by the University, the agency will have to provide the confirmation of bookings alongwith the name of drivers, vehicles no. etc. by SMS/email to the General Administration Department and the user/users before 02 hrs. of start of journey on day to day basis.
15. The Firm / agency / contractor will have to provide the replacement of Driver/vehicle in case of any eventuality. The University has the right to ask the Firm / agency / contractor for removal of any Driver, who is not found competent or disciplined or well behaved.
16. In case of breakdown or immobility of the provided vehicle, the firm / agency / contractor shall replace/substitute the breakdown vehicle immediately. If not possible, then facilitate the client with other hired vehicle from Ola / Uber etc. at the cost of agency so as to drop the client at his / her designated destination without delay. Simultaneously, the agency will also arrange another substitute vehicle at the destination point for his/ her return journey timely. If agency fails to provide the substituted vehicle, concern user has the right to hire vehicle from any other sources at the expense of the firm / agency / contractor along with penalty, as stands due.
17. If the firm / agency / contractor fails to provide the vehicles as desired by University & sends a higher category of vehicles in this cost, the rate applied to the vehicles desired by the University will be paid, No extra payment will be made.
18. Vehicles provided to the University should bear Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.

19. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi or any other law enforced by state transport department for national permit vehicles.
20. All taxis (commercial vehicle) shall carry first-aid-box, tissue paper, Stepney, toolbox etc.
21. Declaration from the agency on their Letter Head stating that the drivers provided are of Good Character, vetted by Police for security, have valid driving license and are aware of the roads of Delhi will be provided to the University after Award of work.
22. The agency should be in a position to cater to the additional vehicle requirement of the University in emergency at a short notice of two (02) HRs or less.
23. The drivers must be decently dressed, proficient in speaking local languages, well mannered. In the event of misbehaviour on the part of driver, University may impose due penalty or as deemed fit on the agency.
24. The drivers should not have any criminal/immoral background on him. Any such criminal/immoral background interrupt the service of the University due to Police / Law enforcing agency interference etc, due penalty or as deemed fit by the University may be imposed on the firm / agency / contractor. Besides, such drivers may also be barred from performing duties for University.
25. The driver should be well conversant with roads and routes of Delhi NCR and any other place of duty and his operation and functions shall be governed as per Motor Vehicles Act and Rules.
26. The driver should always strictly follow traffic rules and regulations, so as to ensure safety of passengers. In case of traffic rule violation driver / agency will pay the penalty.
27. The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.
28. All the drivers will have to be provided with mobile phones at the cost of the agency.
29. Driver will has to call the user after reaching at the reporting / pick up point at the given time.
30. Driver has to inform about time & meter reading at starting & closing of journey to user of the taxi.
31. The taxi and driver shall remain available all the time as per duty roster and shall not leave place of duty without prior permission. In case of any emergency/unforeseen situations, the driver may seek permission of the user.
32. Driver should take the signature, name & phone numbers of user / customer on the duty slip after the completion of the journey.
33. There is no guarantee of hiring of any minimum number of vehicles. However, the agency shall have to provide as many vehicles as may be required by the University.
34. The firm / agency / contractor shall maintain an office with adequate staff and working telephone facilities to facilitate the University for Communication round the clock.
35. The firm / agency / contractor shall be responsible for overall maintenance of the vehicles as provided by him. All the vehicles provided should be in good running condition and should not be older than three (03) years.
36. Parking, Taxes and Toll Taxes will be paid extra by producing the verified bills from the user.
37. All charges towards repair/service, salary of the drivers/helpers, petrol/diesel/CNG expenses as well as any other expenses incidental on operation and maintenance of the hired vehicle(s) would be borne by the firm/agency.
38. In case the price of petrol/diesel/CNG products etc. increases or decreases, the rates offered will not be changed. No escalation will be considered till the completion of the contract.
39. No leverage will be allowed to drivers for lunch / breakfast or for filling of petrol/diesel/CNG/LPG etc.
40. The EMD/Performance security will stand forfeited if the successful bidder withdraws the tender after award of work / notifying the rates or in mid, refuses to accept the award of work or violate any other terms and conditions of the tender.
41. The vehicle should be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the agency and University shall not be responsible for any claim.
42. The hired vehicle with the driver would be placed at the disposal of the University as and when required. The University would be free to use the hired vehicle in any manner for carrying official, material etc, as per requirement and the firm/agency will not have any objection to it.
43. The successful firm / agency / contractor shall not engage any sub-firm / agency / contractor or transfer the contract to any other person/firm/agency in any manner. The firm / agency / contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

## **Calculation of time & mileage, Duty Slips & Summary sheet to be enclosed with bills for payment**

1. The calculation of time & mileage shall be from the **“reporting point/pick-up”** to the **“relieving point/releasing point / drop point”**.
2. Agency is permitted to claim extra dead mileage 10 km each side (to and fro) in respect of garage to point of pick-up and back to garage from drop point for such bookings where total running KMs exceeds 60 KMs.
3. **Reporting/ Relieving point** for any vehicle hired by the University may be anywhere in Delhi, NCR or as directed by the University.
4. Details of starting /closing time and kilometres should be recorded in the duty slips and got signed by individual user.
5. No “duty slip” shall be entertained unless and until it is signed/certified/verified by the concerned taxi user or University officer/Requisitioner.
6. In case, if user is outside officer and his / her signature is left to be taken on duty slip, the authorised person of the agency will coordinate with the concerned branch officer / requisitioner of the University and get the duty slip verified by them.
7. **No advance payment** will be made. Payment will be released within 45 days after submission of bills along with duly signed & complete duty slips & other relevant documents as per approved rates, terms & conditions of agreement.
8. **The bills**, should be submitted to the O/o Dy. Registrar (GA), GGSIP University twice in a month along with signed / certified duty slips and Toll Tax, Passenger Tax & parking slips etc. in original and summery sheet of the Duty slips and claims.
9. The University will deduct Income Tax at source as per provision of Income Tax Act from the firm / agency / contractor at the prevailing rates. PAN No. and GST No. should be quoted on the body of the bills.
10. In any occasion, it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and km reading of start or closing of duty/journey, the firm / agency / contractor shall be responsible for the same. The office reserves the right to withhold the payment of such booking of vehicle.

## **Penalties**

1. Successful agency stands liable to be imposed penalty at the given rate for the following nature of defaults/shortcomings, deficiencies in services rendered or non-adherence of respective conditions of NIQ:-

<b>Sl. No.</b>	<b>Nature of defaults / shortcomings/ deficiencies in service rendered/ non-adherence of respective clause of tender</b>	<b>Amount of Penalty to be Imposed</b>
(i)	Refusal to provide the vehicle	Rs. 4000/- per default + actual cost of hiring vehicle from other sources
(ii)	Providing Private vehicle in lieu of Commercial	Rs. 2000/- per default
(iii)	Delay in providing the vehicle at the given time	Rs. 100/- for each 15 minutes of delay
(iv)	Not to Provide substitute vehicles in case of breakdown, immobility of vehicle provided	Actual hire charges from other sources & no payment will be provided for the said booking
(v)	Delay in sending booking information (at least 02 hrs prior to duty)	Rs.200/- per default
(vi)	Misbehave by the Driver	Rs.500/- per default after receiving the written complaint from user. Further, concerned/same driver will not be assigned duty for the University by firm / agency / contractor, failing which a penalty of Rs. 5000/- shall further be imposed on per occasion
(vii)	Violation of any Law / Rules under Motor Vehicle Act, like non-availability of Driving License, Invalid Driving License, Invalid Vehicle	Rs.5000/- per default Such drivers should also be barred to perform duties in University

	Permit, Valid, Non availability of RC / Insurance / PUC etc.	
(viii)	Interruption of services by Police / Law enforcing agency interference etc. due to indulge of driver in any criminal/immoral activity or background	Rs.5000/- per default Such drivers should also be barred to perform duties in University
(ix)	Violation/breach of any of the condition of the tender/contract/agreement, not mentioned in the giving category of penalty.	Rs. 1000/- per default
(x)	Repetition of Violation/breach of any of the condition of the tender/contract/agreement	Will be viewed seriously & Tender / Contract may be Terminated / forfeiture of Performance Security, as deemed fit to the University
(xi)	Unpleasant & Poor running condition of Vehicles in term of sitting comfort and / or cleanliness	Rs.1000/- per default
(xii)	Non working of AC in the hired Vehicle	50% of Bill amount of that Vehicle
(xiii)	Running KMs of Vehicle are more than 100000 KMs	100% of Bill amount of that Vehicle
(xiv)	Vehicle is older than three (03) years	100% of Bill amount of that Vehicle
(xv)	Any other offence not included above	Rs. 1000/- per default

- Penalty towards default at the end of agency or its driver will be communicated to the agency with a direction to deposit the due amount of penalty in the Finance & Accounts Branch of the University and submit the receipt of deposition (GAR) to the General Administration Branch for records within three (03) days from the communication. In case, if the agency fails to comply the same, the due amount of penalty will be adjusted from the running bill(s), as stands payable.

#### **Termination of Contract & Arbitration**

- If the agency fails to fulfil his obligations of the contract at any time during the engagement period and/or on persistent complaints of users, related to vehicles, drivers, services, University shall have the power to terminate the contract and in that case the Performance Security deposited by the agency shall be forfeited and/or the right to debar the vendor for a period of five (5) years to participate in any tender of the University. The decision of Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University in this regard would be final and binding.
- In the case of dispute or differences arising out of or in a way concerning the agreement shall be referred to the Arbitration by sole Arbitrator as per the provision of Arbitration & Conciliation Act, 1996. The Arbitrator shall be nominated by Hon' able Vice Chancellor, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator shall be final and binding on the parties.
- Any dispute shall be subject to the Delhi jurisdiction.
- The University reserves the right to reject any or all the quotations without assigning any reason thereof.
- The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever.

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**FINANCIAL BID**

Performa for Quotation of Rates for Providing Taxis (commercial vehicle) not older than three (03) years on Requirement Basis only for Delhi & NCR on Hire Basis **(for 8 hrs/80 kms) (Full day)**

NAME & ADDRESS OF THE FIRM : \_\_\_\_\_  
\_\_\_\_\_

S. No.	Item Description/Type/ Make of Vehicle	Vehicle Weightage factor	Quantity	Rate quoted in Rupees (in figures and in words) by Bidder (for 8 hrs/80Kms full day)	Weighted rates
		A	B	C	D
1	Sedan AC like Amaze/ Ameo/Aspire/Fiat Linea /Varito/Vento/ Manza/ Verna/ Honda City/ Sunny /Indigo/ Accent/ Desire/Etios/ Ford Eco sports/Maruti SX4/ Maruti Ciaz or equivalent.	0.70	Each		
2	SUV AC like Bolero/ Xylo/Tata Safari/Aria/ Ertiga/Lodgy/ Marazzo/Innova/Innova (Crysta)/ Scorpio or equivalent	0.30	Each		
<b>Total Weighted Rate</b>					

**Note :**

- a. L1 shall be decided on the basis of total weighted rate of column 'D' examined after comparison of all financial bids.
- b. The bidder should fill quoted rates only in Column 'C' for two types of variants of vehicles.
- c. Selected L1 bidder shall be paid hiring charges for taxis as per actual rates quoted in Column 'C'
- d. Selected L1 bidder shall be paid/given the extra charges for extra KM, extra HRs and Night Charges if any, only as per the fixed rates stated herein below.

**Rate for extra per KM, Extra per HR and for single night halt charges are fixed as follows:**

S. No.	Item Description/Type/Make of Vehicle	Rates for Extra Km (Per Km) (in Rs.)	Rates for extra Hours (Per hr.) (In Rs.)	Night halt charges of Driver (11:00 pm to 05:00 am) (In Rs.)
1	Sedan AC like Amaze/Ameo/ Aspire/Fiat Linea/Varito/Vento/ Manza/Verna/Honda City /Sunny /Indigo/Accent/Desire/Etios/ Ford Eco sports/Maruti SX4/ Maruti Ciaz or equivalent	17	80	250
2	SUV AC like Bolero/Xylo/Tata Safari/Aria/ Ertiga/Lodgy/ Marazzo, Innova/ Scorpio or equivalent	20	120	250

Place.....  
Date.....

Name & Signature(s) of Bidder(s) with seal of the Firm  
Name of Bidder(s)\_\_\_\_\_