

**TENDER
FOR
RATE CONTRACT
FOR
PROVIDING TAXI VEHICLES
FOR
JIWAJI UNIVERSITY GWALIOR**

THE REGISTRAR
JIWAJI UNIVERSITY
GWALIOR

Website :

www.jiwaji.edu

Last Date of submission



JIWAJI UNIVERSITY GWALIOR

R/No - 379

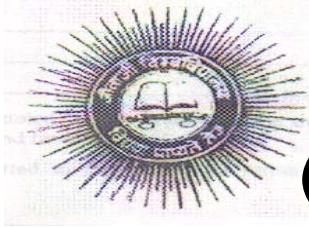
Date :25/07/11

HIRING OF TAXI VEHICLES

JIWAJI UNIVERSITY, GWALIOR invites sealed Tenders from the **Taxi Provider Agencies**. The Tender document may be obtained from the Office of The Stores Department of JIWAJI UNIVERSITY Gwalior during office hours on payment of Rs.500/- in the form of Cash or Demand Draft/Banker's cheque in favour of THE REGISTRAR, JIWAJI UNIVERSITY GWALIOR, payable at GWALIOR. For detailed terms and conditions, visit website www.jiwaji.edu. Cost of tender document ,if downloaded from the website is to be deposited as a separate DD along with the tender, failing which tender will be rejected.The earnest money of Rs. 5,000/- through Bank Draft Drawn in favour of the the Registrar, Jiwaji University, Gwalior, is required to be enclosed with the Tender Document.

The tender form complete in all respects (sealed) should reach THE REGISTRAR, JIWAJI UNIVERSITY, GWALIOR latest by 12-08-2011 . at 3:30 pm.

REGISTRAR,



(To be submitted in technical bid envelope)

JIWAJI UNIVERSITY GWALIOR

TECHNICAL TENDER FORM-I FIRM'S DESCRIPTION

1. Name of the Firm _____
2. Address of Office _____
3. Telephone No. _____
4. Fax No. _____
5. E-mail _____
6. (a) Name and designation of the Chief Executive of the firm who would be responsible for providing vehicles _____
7. Tender Cost of Rs. 500/- deposited vide Receipt No. _____ dated _____,if document downloaded from the website, tender fee enclosed vide DD/Banker cheque no. _____
8. Earnest Money Rs.5000/- enclosed vide DD/Banker's cheque No. _____ dated _____ drawn on _____ (Name of the Bank)
9. Service Tax Registration No _____
10. Permanent Account Number (PAN) _____
11. Shop Establishment Certificate Date & Number _____

**Signature of the Tenderer
With Seal**

(To be submitted in technical bid envelope)
TECHNICAL TENDER FORM- II
TERMS AND CONDITIONS FOR RATE CONTRACT

1. JIWAJI UNIVERSITY, GWALIOR, invites bids for rate contract for hiring of vehicles (taxis). Vehicles will be hired on rate contract of per day basis journey for in and out side GWALIOR, as an when required.
2. Tender must be submitted in sealed cover addressed to THE REGISTRAR, JIWAJI UNIVERSITY GWALIOR, before the prescribed last late.
3. Tender should be submitted in the prescribed tender form.
4. **Tender must be accompanied by earnest money of Rs.5000/- as Bank draft drawn in favour of the Registrar, Jiwaji University, Gwalior, without which it will not be considered**
5. If the successful tenderer deviates from his offer or offers new terms after opening of the tender, his earnest money is liable to be forfeited.
6. The successful tenderer will have to execute an agreement with The Jiwaji University on Stamp Paper. The Earnest Money will be refunded after the completion of rate contract period.
7. Tenderer may also download the tender document (in full) available on website: www.jiwaji.edu for participation of the tender process. The printout of the downloaded tender document from the website shall be taken on A-4 size paper and details are to be entered as per the requirement of the tender.
8. The cost of the tender document downloaded from the website is required to be deposited as a separate DD/Payorder of Rs. 500/- at the time of submission of tender failing which tender will be rejected. The DD/Payorder shall be drawn in favour of THE REGISTRAR, JIWAJI UNIVERSITY, payable at Gwalior.
9. The tenderer who is registered under the service Tax Act and Shops & Commercial Establishment Act prevalent in the state (wherever applicable), where his business is located, shall be eligible to tender. Photocopies to be enclosed herewith.
10. The tenderer shall submit the photocopy of Permanent Account Number and Income Tax Return receipts for last three years.

Signature of the Tenderer
With Seal

11. The bidder will submit the Technical and Financial bids in two separately sealed envelopes, of which one is to be marked as **"Technical Bid for Rate Contract for Providing Taxi Vehicles"** containing the following documents.
- A Earnest Money of Rs.5,000/- (Rupees Twenty thousand only) in the form of Demand Draft in favour of " THE REGISTRAR ,JIWAJI UNIVERSITY , Gwalior."
 - B Receipt of Rs.500/- as cost of tender form, or demand draft/pay order if downloaded from website.
 - C Technical form - I
 - D "Technical Tender Form- II" ("Terms and Conditions of the Tender") duly signed on each page by the tenderer.
 - E Service Tax registration copy.
 - F Copy of permanent account number
 - G Copy of Income Tax Return receipts of Last Three years.
 - H Copy of Registration of tenderer in shop and commercial establishment act.
 - I Certificate/Order/Agreement of executing works of similar nature.
10. The second envelop will be sealed and marked as **"Financial Bid for Rate Contract for Providing Taxi Vehicles"**, which will contain ONLY 'Financial Tender Form' duly filled in and signed by the tenderer. NO OTHER DOCUMENT would be placed in this envelope.
11. Both these separately sealed envelopes will be placed in a third one (big one) envelop, which may be called the container envelop, and it will also be sealed, marked as **"Tender for Rate Contract for Providing Taxi Vehicles"**
12. All the tenders received within the last date will be opened on 16-08-2011 3.30 PM at JIWAJI UNIVERSITY Gwalior. Willing bidders may also be present at the time of opening the tender.
13. Financial bids of only those bidders will be opened who are found technically eligible in evaluation of technical bids.
14. The rates must be written both in words and figures in the Financial Bid.
15. Erasers, alterations or overwriting, if any, should be legible and signed by the tenderer.
16. The rates quoted shall be valid up to one year w.e.f. from the date of agreement and would be binding upon the tenderer.
17. The tenderer should sign the tender at each page as a token of his acceptance of all the terms and conditions of the tender.

**Signature of the Tenderer
With Seal**

18. The successful tenderer shall provide Taxi-Vehicle on the tender approved rates as and when required by the The Jiwaji University for travel in and outside Gwalior.
19. The Taxi Vehicles to be provided **for local and out stations journeys** should bear the registration of the year 2008 or later and should be fit for undertaking journey.
20. The successful tenderer shall provide the Taxi Vehicle on all working days or on holiday as and where required by the The Registrar, Jiwaji University or any other time as directed by the The Registrar, Jiwaji University Gwalior. In case the taxi vehicle will not be provided by the tenderer as per the demand of JIWAJI UNIVERSITY on any day, Rs. 500/- will be deducted from the contractors outstanding bill. No extra charge will be given by the The Jiwaji University for requirement of vehicle on Holiday.
21. The successful tenderer shall provide the Taxi Vehicle as per the requirement of the The Jiwaji University. In case of failure to provide the same, The Registrar Jiwaji University shall be free to hire Taxi Vehicle from any other agency, and if the rates charged are higher than the approved rates, the same shall be recovered from the successful tenderer, out of pending bills of the tenderer; or, from the security money deposited with the The Jiwaji University
22. The Driver of the taxi Vehicle should have permanent driving license issued by the Competent Transport Officer and should be in proper uniform, and well behaved. In case the Vehicle Driver is reported to be not fulfilling these conditions or is found intoxicated, the taxi vehicle will be returned and alternative vehicle at the cost of successful tenderer will be hired.
23. The claim of payment of Taxi Vehicle provided shall contain details of model of Vehicle provided and certificate to be signed by the officer using the taxi indicating mileage travelled and that the driver was in proper uniform and well behaved.
24. Contractor shall provide taxi with full tank of fuel.
25. In the event of a disagreement between the Jiwaji University and the approved Tenderer the matter will be referred to the Vice Chancellor, Jiwaji University , whose decision shall be final and binding.
26. The time specified for providing Taxi Car shall be deemed to be the essence of the contract and approved Contractor shall have to arrange Taxi Vehicles as per requirement within that time.
27. The contract shall not be assigned or sub-let to any other agency. The Registrar, Jiwaji University however, reserves absolute right to inspect the Taxi Vehicle provided to the University.

**Signature of the Tenderer
With Seal**

28. All the Taxi Vehicles shall strictly be in conformity to the specifications laid down in the tender form. The vehicles must be registered as Taxi with the competent authority of the transport department.
29. The Jiwaji University reserves the right to accept any tender not necessarily lowest and to reject any or all tender(s) without assigning any reason and accept any tender for all or any or more of the Taxi Vehicle for which tender has been given.
30. All legal proceedings, if any, arising out of this tender shall have to be lodged in courts with jurisdiction in Gwalior City only.
31. All rates quoted must be for providing Taxi Vehicles at required place or at , Gwalior. **The rates should also be inclusive of all taxes, if any. Actual Toll Tax and parking charges only shall be payable extra.**
32. Contractor shall submit running bills in triplicate for the work done along with all relevant documents i.e. certified log book/log sheet to The Jiwaji University. The payment for the bills shall be made through Account Payee Cheque.
33. Income Tax and other applicable taxes at the prescribed rate shall be deducted at source from the monthly Running Account Bills/ Running Account Bills of the agency as per the Income Tax Act/Service Tax Act and Rules framed thereunder. Necessary certificate of deduction of Income Tax at source shall be issued and furnished to the contractor. Any other taxes and duties imposed by Govt/Local authorities shall be born by the contractor.
34. Termination of contract: The performance of the contractor shall be reviewed weekly. If it is found that the performance of the contractor is not to the satisfaction or not to the requirement of the JIWAJI UNIVERSITY , then the University shall be entitled to terminate the contract by giving 7 days notice at the risk and cost of the tenderer.
35. The number of Taxis should be provided by the tenderer on demand as and when required by The Registrar, Jiwaji University, Gwalior.

REGISTRAR

Certificate

I/We _____ have carefully read, understood and accept the above terms and conditions of the tender.

**Signature of the Tenderer
With Seal**

JIWAJI UNIVERSITY GWALIOR

Financial Bid for In and Out side Journey

S. N O.	Type of Vehicle	Model	Rates for Local Journey		Rates for out side Journey		
			Per Km/Min. Hrs./Min.Rates		Per Km/Min. Hrs./Min.Rates		
			Non A.C.	A.C.	Non A.C.	A.C.	
			Charges per Day	Charges per Day	Charges per Day	Charges per Day	
1.							
2.							
3.							
4.							
5.							
6.							
	Halting Charges for out side journey:-						

- The above rates inclusive of all taxes. Actual Toll Tax and parking charges only shall be payable extra.**

**Signature of the
tenderer with seal
of the firm**