

BID DOCUMENT

HIRING OF TAXI SERVICES BY AICTE, CRO, BHOPAL BY CALL OF TENDER

TENDER NO. AICTE/CRO/01/2019-20

DATED: 19.02.2020

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,
CENTRAL REGIONAL OFFICE, BHOPAL (M.P.)

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SECTION - I
DOMESTIC COMPETITIVE BIDDING
(Through Limited Tender)

TENDER NO. AICTE/CRO/01/2019-20

Date: 19.02.2020

Name of Work	Contract for hiring of Taxi Services by AICTE, CENTRAL REGIONAL OFFICE, BHOPAL (M.P.).
Last Date & Time for receipt of Bid	06.03.2020
Time and Date of Opening of Bid	09.03.2020
Place of Opening of Bid	Central Regional Office, All India Council for Technical Education, Airport Bypass Road, Gandhi Nagar, Bhopal – 462 036 (M.P.)
Office from whom the tender documents can be obtained and submitted.	Central Regional Office, All India Council for Technical Education, Airport Bypass Road, Gandhi Nagar, Bhopal – 462 036 (M.P.)

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, CRO, BHOPAL (M.P.)

SECTION - II

TENDER NO. AICTE/CRO/01/2019-20

DATE : 19.02.2020

TENDER FOR HIRING OF TAXI SERVICES ON DAILY/MONTHLY BASIS

1. The Taxi Services are required on hire basis to be used by the ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE), CENTRAL REGIONAL OFFICE (CRO), Bhopal. The hiring shall be initially for the period of one year from the date of commencement and would be extendable for one more year at the discretion of AICTE, CRO, Bhopal, based on the performance of the service provider.
2. Tender forms along with terms and conditions can be obtained from the Office of the AICTE, CRO, Bhopal on payment of Rs. 1000/- (Non refundable) by Demand Draft of SBI, drawn in favour of AICTE, CRO, Bhopal. The sealed tender form duly filed in with DD must reach the Office of the AICTE, CRO, Bhopal Office either by post or personally, latest by 06.03.2020. The bids for tender shall be opened in the Office of Regional Officer of AICTE, CRO, Bhopal.
3. The Tender Document can also be downloaded from www.aicte-india.org.

(Dr. C.S. Verma)
Regional Officer
AICTE, CRO, Bhopal

SECTION – III

INSTRUCTION TO BIDDERS

1. No alteration should be made in any of the terms and conditions of the bid document by scoring out any part thereof.
2. In the submitted bid, no violation, or deviations in any manner whatsoever, to the terms and conditions will be admissible. Bids not accepting or modifying any of the terms and conditions, in whole or in part as listed in Section - IV, will be summarily rejected.
3. **A sum of Rs. 20,000.00 for Taxis bid must be furnished as Earnest Money Deposit (EMD) through a bank draft favoring 'AICTE, CRO, Bhopal' and a sum of Rs. 30,000/- to be submitted at the award of contract along with the agreement. The EMD must accompany the bid without which the bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the All India Council For Technical Education (AICTE), to sign the contract on terms contained in the bid document, or fails to execute the order within the stipulated time. For other bidders, the Earnest Money instrument will be returned within 10 days of the completion of bid evaluation. No interest will be payable on this deposit. The EMD of unsuccessful tenderers shall be returned to them at the earliest, but not later than a month of final award of contract and shall carry no interest in any case. EMD in case of successful tenderer shall be automatically converted towards security deposit. Under no circumstances whatsoever the tender cost of Rs. 1000/- will not be refunded. In case the tenderer modifies their offer after submitting the tender for any reason whatsoever during the tender process or any of the information furnished by them is found to be incorrect or false, the earnest money deposited by them is liable to be forfeited, without prejudice to any other right and remedies of All India Council for Technical Education (AICTE), Central Regional Office (CRO) Bhopal under the contract and law and the tenderer will also be debarred from participating in any other tender Enquiry with AICTE, CRO, Bhopal for a period of three years.**

4. The Vehicle of the different makes as Tata Indica AC / Non AC, Indigo AC / Non AC, Accent AC, Innova AC, Swift Dzire AC, Tavera AC and model should not be older than 2 years.
5. **No bid will be considered unless and until all the pages/documents comprising the bid are properly signed and stamped by the persons authorized to do so on behalf of the bidder.**
6. The bid shall remain valid for 60 days from the date of opening of the bids.
7. The bidder whose bid is accepted by the AICTE shall be the successful bidder. In the event of bid being accepted, the quotations (Annexure - 2) and the Terms and Conditions (Section - IV) will be converted into a contract, which will be governed by the terms and conditions given in the bid document.
8. The bid document of every bidder shall consist of the following documents:
 - (i) Information as per Annexure - 1
 - (ii) The quotations strictly as per the proforma given in Annexure - 2
 - (iii) Copy of terms and conditions (Section - IV) duly signed on every page
 - (iv) EMD as mentioned at Para 3 above.

SECTION - IV

TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicles should be in excellent condition clean, mechanically fit and must be a brand new vehicles and in any case must not be more than 2 years old.
2. It shall be the responsibility of the successful bidder to ensure that only vehicles registered as a commercial licensed vehicle with the competent authority are sent for duty at all times.
3. The road worthiness of the vehicle provided is to be ensured at all times by the successful bidder, including the timely payment of applicable taxes and compliance to all regulations prescribed from time to time by the competent authority.
4. The vehicles provided should be kept in neat and clean condition with good upholstery and regularly polished exterior. They should also be in perfect running condition.
5. The contractor is for awarding the contract for hiring of taxies on dally basis as per requirement of All India Council for Technical Education (AICTE), Bhopal for official use. Providing driver, maintenance and fuel of vehicle will be the job of service provider. Only the vehicles/taxies registered under commercial category are acceptable in this regard.
6. It shall be the responsibility of the successful bidder to ensure that the driver is qualified and experienced, possessing valid driving license. The driver of the vehicle provided must follow all traffic rules/regulations and any consequences of the failure to do so shall be of the successful bidder alone. The AICTE shall have no direct or indirect liability arising out of negligent/rash driving and any loss caused to the AICTE will have to be suitably compensated for by the successful bidder.

7. The rate should be quoted for different makes/models for 8 Hours/120 KM, Extra per KM, Extra Per Hours/ Outstation for Bhopal both way per KM, Night Halt, Airport Drop 3 hours/25 KM, Airport Pickup 3 hours/25 KM, Railway Station drop 3 Hours/20 K.M and Railway Station Pickup 3 Hours/ 20 K.M. in the attached format (Annexure - 2)
8. AICTE, Bhopal shall be liable to pay the hiring charges only, being the owner of the vehicles, any other liability shall be borne by the service provider. If during the course of engagement of the vehicles to the services of AICTE, Bhopal any harm due to accidents etc. is caused either to the vehicle or to the third party, AICTE, Bhopal will not be responsible for any liability arising out of such accident will be the responsibility of the contractor only. All incidental expenditure towards repair will be borne by the contractor.
9. No advance payment will be made by AICTE, Bhopal. The billing will be done on a monthly basis and the bill should be made in duplicate & be submitted by the contractor by the first week of the following month to the Regional Officer, AICTE, Bhopal. The payment will be made on the basis of duty slips (in duplicate) which have been signed by the officer/staff using the vehicle or person authorized by AICTE, Bhopal to sign the duty slip. It will be the responsibility of the driver to get the duty slips signed on daily basis by the staff or officer or person authorized by AICTE, Bhopal to sign the duty slip. One copy of the duty slip to be submitted to Central Regional Office, AICTE, Bhopal and one copy will be retained by the contractor. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, date and time for start of duty from AICTE, Bhopal, date and time closure of duty at AICTE, Bhopal, places visited etc.
10. The rates quoted should be excluding the GST. The GST will be paid additionally only after receiving the photocopy of the GST registration certificate. No. GST will be paid if the contractor fails to provide proof of valid GST registration and proof of payment of service tax. Latest income tax clearance certificate, PAN Number is also required to be submitted by the contractor.

11. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle ferrying official duty, it shall be the responsibility of the Company/firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the contractor.
12. Kilometers and time of duty for payment will be considered from duty point to duty point as instructed by authorized officer of Regional Office AICTE, Bhopal.
13. The vehicles provided to Regional Officer, AICTE Bhopal, Officers from AICTE Head Quarter (HQ) and Experts etc. should fulfill the norms prescribed by the transport department of Government of India / Government of Madhya Pradesh for hired vehicles.
14. The Contractor should be registered with the authority concerned of a State or Central Government and should fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988. Contractor should fulfill all the conditions prescribed in the relevant provisions, rules and regulations of Motor Vehicle Act, 1988 and also as per the applicable Amendments from time to time in Motor Vehicles Act, 1988 and/or under any other applicable law for the time being in force.
15. If the condition of the vehicle is not found satisfactory and/or in case of a breakdown and/or in case vehicles not reporting for duty for whatever reason, the successful bidder shall be obliged to send a replacement of equivalent or better make immediately. If no replacement is provided in time, the AICTE shall have the right to hire a vehicle from elsewhere and whatever be the cost that is incurred towards such hire charges will be deducted from the bill of the successful bidder in the succeeding month. In the circumstances mentioned above, even if no vehicle is hired by the AICTE from the market, the AICTE shall deduct proportionate hire charges from the bill of the successful bidder for the succeeding month.
16. In case of any mishap/accident, all claims and liabilities arising out of it shall be met by the successful bidder, including any damage to the vehicle. The AICTE

will not entertain any claim in this regard including any liability under the Motor Vehicles Act and/or the Indian Penal Code and/or under any other applicable law for the time being in force.

17. The engagement/employment of drivers and payment of remuneration to them as per the existing provisions of various applicable labour laws/regulations will be the sole responsibility of the successful bidder. Provision of EPF and ESI as per Government rule is desirable.
18. The drivers employed along with the vehicle by the Contractor should satisfy the following conditions:
 - a) Driver should have minimum 5 years of experience of driving. He should have valid Vehicle Transport License for driving passenger vehicles on hire.
 - b) Driver should wear the prescribed uniform i.e. light blue shirt with navy blue trousers and black shoes.
 - c) Driver should be well versed with the roads and places in Madhya Pradesh, Chhattisgarh and Gujarat and should have experience in city driving.
 - d) Driver should be provided with a mobile phone.
 - e) Driver must carry valid Insurance cover the vehicle.
 - f) Driver should speak decent language, well behaved, non alcoholic and should not have any criminal cases against him and should not have any past history of accident. The antecedents should be duly verified by police authorities at the instance of contractors.
 - g) Car should be kept clean and odour free and suitable for official use.
19. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

Sl. No	Nature of Default	Penalty
1.	Late Reporting	Rs.100/- per day
2.	Non – Reporting	Rs.500/- per day
3.	Refusal of duties	Rs.1000/- per day
4.	Non observation of dress code	Rs.100/- per day

20. In exceptional circumstances, with the approval of the AICTE or unless specifically requested by the AICTE, once the hiring of vehicle commences, the successful bidder shall not change the dedicated vehicles or the drivers.
21. The driver shall be duty bound to carry out the instructions of the AICTE or officers to whom the vehicles are assigned by the AICTE.
22. The Contract of hiring Taxi Services shall be initially for the period of one year from the date of commencement, and would be extendable for one more year at the discretion of Regional Officer, CRO, AICTE, Bhopal, based on the performance of the service provider.
23. The AICTE shall not be responsible for the theft of vehicle/parts/accessories while the vehicle is on duty or even when it is parked within the campus of the AICTE. The safe custody of the vehicle and accessories shall be the sole responsibility of the successful bidder.
24. Any sum of money due to or payable to the successful bidder under this contract may be appropriated by the AICTE and set off against any claim of the AICTE for payment of any sum of money arising out of this contract or under any other contract of the successful bidder with the AICTE.
25. The successful bidder shall be required to sign the contract with the AICTE within Seven working days from the receipt of the letter of the AICTE intimating the successful bidder of the acceptance of his bid. The supply of the vehicles shall commence from the day following the date on which the contract is signed. The aforesaid dates may be extended at the sole discretion the AICTE.
26. Any change in the ownership of the vehicles or change in the constitution of the concern shall be notified in writing to the AICTE immediately. It will be open for the AICTE to either continue/renegotiate the contract with new owners or cancel the contract.
27. All the above conditions will be enforced, unless written order of the AICTE is obtained relaxing any specific condition.

- 28. AICTE reserves the right to reject any or all of the bids submitted in response to this tender at any stage without assigning any reason whatsoever.
- 29. In the event of two or more BIDs being tied, the decision of the Regional Officer, Bhopal shall be final and binding on all Parties.
- 30. A Performance Certificate from the previous employer certifying that the services rendered were satisfactory is to be enclosed.
- 31. Nothing shall be paid extra over time quoted rates.
- 32. Submission of sealed Quotes:

(i) The duly filled in application form Annexure - 1 with relevant documents to be submitted along with **rate quotation in a separate sealed cover** super scribe tender for hiring of Taxi Services, addressed to the **Regional Officer, AICTE, Airport Bypass Gandhi Nagar, Bhopal - 462 036**

(ii) The duly filled in tenders must reach this Office up to 06.03.2020 Time: 03:00 PM

(iii) Application received late would be rejected.

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:

Signed by the successful bidder _____

Signature (Name & Address)

In the presence of

1. Signature: _____

Full Address: _____

Description: _____

2. Signature: _____

Full Address: _____

Description: _____

ANNEXURE - 1

DETAILS OF THE BIDDER

(To be submitted by the bidder submitting quotations for haring of Taxi Services)

- 1 Name of the Bidder : _____

- 2 Address of the Bidder : _____

- 3 Telephone Landline : _____
Mobile : _____

- 4 Details of EMD : Amount Rs. _____
DD No. _____
Date _____
Bank _____

- 5 PAN (Enclose Copy) : _____

- 6 GST Registration, if applicable : _____

- 7 Details of Cliental in support of Experience: _____
(Enclosed Certificates)

- 8 No. of cars owned and details of the cars: _____

9. Turn over : _____

This is to certify that the information furnished is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:
Place:

Signature & Stamp of the bidder

ANNEXURE - 2

To,
The Regional Officer,
CRO, AICTE,
Gandhi Nagar, Airport Bypass.
Bhopal

Sir,

Sub: Submission of quotations for hiring of Taxi Services by the AICTE, CRO, Bhopal– Reg.

Ref: Tender notice No. AICTE/CRO/01/2019-20, dated 19.02.2020

With reference to the above, I /We hereby submit the quotation for haring of Taxi Services by the AICTE, CRO, Bhopal.

Sl.No	Particular	Rates quoted for taxis for daily basis							
		Tata Indica AC	Tata Indica Non AC	Indigo AC	Indigo NON AC	Accent AC	Innova AC	Swift dzire AC	Tavera AC
1	8 Hour/ 120 KM								
2	Extra per KM								
3	Extra per hour								
4	Outstation from Bhopal Both ways per km								
5	Night Halt								
6	Air Port drop 3 Hours / 25 KM								
7	Air Port pickup 3 Hours / 25 KM								
8	Railway Station drop 3 Hours / 20 K.M.								
9	Railway Station Pickup 3 Hours / 20 K.M.								

SI.No	Particular	Rates quoted for taxis for monthly basis							
		Tata Indica AC	Tata Indica Non AC	Indigo AC	Indigo NON AC	Accent AC	Innova AC	Swift dzire AC	Tavera AC
1	10 Hrs. per day for 2500 Kms per Month								
2	Extra per KM								
3	Extra per hour								
4	Outstation from Bhopal Both ways per km								
5	Night Halt								
* if not utilized 2500 kms, this kms will be carry forwarded for next month.									

Date:

Place:

Signature & Stamp of the bidder

निविदा आमंत्रण सूचना
अखिल भारतीय तकनीकी शिक्षा परिषद्
मध्य क्षेत्रीय कार्यालय
एयरपोर्ट बायपास रोड, गॉधी नगर, भोपाल – 462036

सर्व साधारण को सूचित किया जाता है कि अखिल भारतीय तकनीकी शिक्षा परिषद्, मध्य क्षेत्रीय कार्यालय, भोपाल को दैनिक/मासिक आधार पर मध्य प्रदेश के विभिन्न शहरों के लिये तथा दैनिक आधार पर गुजरात के विभिन्न शहरों के लिये तथा दैनिक आधार पर छत्तीसगढ़ के विभिन्न शहरों के लिये टैक्सियाँ किराये पर लेने के लिये तीनों राज्यों में एक ट्रेवल एजेंसी अथवा पृथक-पृथक ट्रेवल एजेंसियों का चयन करने हेतु सीलबंद लिफाफे में स्पीड पोस्ट से निविदा आमंत्रित की जाती है निविदा इस कार्यालय में प्राप्त होने की अंतिम तिथि 06 मार्च अपरान्ह 03.00 बजे तक है।

निविदायें 09 मार्च को सुबह 11 बजे अखिल भारतीय तकनीकी शिक्षा परिषद् मध्य क्षेत्रीय कार्यालय, एयरपोर्ट बायपास रोड गांधीनगर, भोपाल – 462036 में खोली जावेगी। विस्तृत जानकारी के लिये अभातशिप की बेवसाइट : <http://www.aicte-india.org> देखें।

क्षेत्रीय अधिकारी
मध्य क्षेत्रीय कार्यालय
अभातशिप, भोपाल
0755-2744313-15