

E-TENDER DOCUMENT

HIRING OF TAXI SERVICES BY AICTE,
SWRO, BENGALURU
for
the use of Officers of the Council, for visiting
experts/officials

TENDER NO. AICTE/SWRO/01/2020-21 DATED: 27/01/2021

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,
SOUTH WESTERN REGIONAL OFFICE,
BENGALURU-560009

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SECTION - I

DOMESTIC COMPETITIVE BIDDING

(Through Limited E-Tender)

TENDER NO. AICTE/SWRO/01/2020-21

Date: 27.01.2021

Estimated value of the contract is Rs.10,00,000/-

Name of Work	Contract for hiring of Taxi Services by AICTE, SOUTH WESTERN REGIONAL OFFICE, BENGALURU.
Last Date & Time for receipt of Bid	08.02.2021 by 2 PM
Time and Date of Opening of Bid	3 PM on 09.02.2021
Cost of Tender document is Rs.1000/- EMD to be submitted is Rs.20,000/-	DD for these amounts drawn in favor of AICTE payable at Bengaluru, a scanned copy of the DD should be uploaded online and original to be submitted to Regional officer , at address given below.
Place of Opening of Bid	All India Council for Technical Education South Western Regional Office Palace Road P.K.Block Bengaluru – 560 009

**ALLINDIACOUNCILFORTECHNICALEDUCATION,
SWRO, BENGALURU**

SECTION –II

TENDER NO. AICTE/SWRO/01/2020-21 DATE:27.01.2021

TENDER FOR HIRING OF TAXI SERVICES ON DAILY/MONTHLY BASIS

1. It is proposed to invite bids (**Two Bid System -Technical & Financial**) through **E-Wizard Portal** to avail the Taxi Services on hire basis for the use of ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE), SOUTH WESTERN REGIONAL OFFICE (SWRO), Bengaluru. The hiring shall be initially for the period of two years from the date of commencement and would be extendable for one more year at the discretion of AICTE, SWRO, Bengaluru, based on the performance of the service provider.
2. Tenders & supporting documents should be uploaded through the E-Wizard portal. Hard copy of the Tender document will not be accepted.
3. The cost of the tender document is of Rs.1000/- (Nonrefundable) in the form of DD drawn in favor of AICTE, SWRO, Bengaluru.
4. The Tender Document can also be downloaded from [www.aicte-india.org/buletins/tender or E-wizard portal](http://www.aicte-india.org/buletins/tender_or_E-wizard_portal).
5. SWRO, AICTE reserves the right to accept or reject any or all Tenders &/ to cancel the Tender Enquiry at any stage without assigning any reason/notice whatsoever.
6. Neither SWRO AICTE nor E-Wizard shall be responsible for non-accessibility of E-Procurement portal due to Technical Glitches or Internet connectivity issues at Tenderer's end.

**(Dr.R.Sakthivel)
Regional Officer
SWRO, AICTE, Bengaluru**

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/- for Taxis bid must be furnished as Earnest Money Deposit (EMD) through a bank draft favoring 'AICTE, SWRO, Bengaluru' and bids without EMD will be rejected. The successful bidder has to submit a bank guarantee for Rs.1,00,000/- as performance guarantee from a Nationalized Bank. The Bank guarantee will be returned on expire of contract period. The EMD paid as above will be forfeited, if the successful bidder fails to sign the contract on the terms contained in the bid document within the time fixed by the All India Council for Technical Education (AICTE). The EMD paid as above will be returned to the bidders at the earliest, but not later than a month of final award of contract and shall carry no interest in any case.
4. Under no circumstances whatsoever the tender cost of Rs.1000/- will 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), South Western Regional Office (SWRO) Bengaluru under the contract and law and the tenderer will also be debarred from participating in any other tender Enquiry with AICTE, SWRO, Bengaluru for a period of three years.
5. The Vehicle of the different makes as, Innova / Innova Crysta AC, Swift **Dzire AC**, **ETIOS AC** and model should not be older than 5 years. The Firm should have at least 5 vehicles of the above type owned or attached to the firm. The firm is responsible to organize and provide vehicle in case number of Vehicle required is more than 5 without any additional cost to AICTE
6. The Firm should also have (i) Service, GST Tax No. and (ii) Copies of Service GST Tax

No. and PAN no. are to be uploaded with the technical bid.

7. Registration Certificate of Business under shop & amp; Establishment Act, copy of previous two years Income Tax returns, Copy of PAN Number, GST Registration, as applicable.
8. The Transporter must have valid VAT, GST, IT, PF, ESI etc. certificates as applicable to the Transporter as per norms of Transport Department, Govt. of Karnataka from time to time.
9. Price/Financial Bids of only Technically Qualified Tenders will be opened online at the time and place for which separate notice will be given to the technically qualified service providers. The Technically Qualified Tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the Price/Financial Bids with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.
10. Price/Financial Bids will be opened by the Evaluation Committee appointed by SWRO/AICTE. The Evaluation Committee, after determining whether the price bids are complete and without errors, shall determine the lowest Price/Financial Bid (L-1). In case there is no single bidder who has quoted lowest for all 10 requirements the evaluation committee may recommend a case with suitable justification.
11. SWRO, AICTE shall not enter into any negotiation with any Tenderer, including Tenderer who has quoted L1 rates.
12. “Arbitration: All dispute relating to this agreement or claims arising out of or relating to this agreement or breach, termination or the invalidity thereof or on any issue whether arising during the progress of the services or after completion or abandonment thereof or any matter directly or indirectly connected with this agreement **in the first instance shall be placed before the senior executive of both the parties to resolve the same amicably.** If the issues still remain unresolved, then the same shall be referred to Arbitrator appointed by AICTE with the mutual consent of the other party. Matters to be arbitrated upon shall be referred to a Sole Arbitrator. The arbitrator shall be appointed within a period of thirty days from date of receipt of written notice/demand of appointment of arbitrator from either party.
13. The Decision of the sole Arbitrator shall be binding on all parties. The cost of arbitration shall be borne by respective parties equally. The venue of such arbitration shall be Bengaluru. **The arbitration proceedings shall be in English language.** The parties

agree to comply with the awards resulting from arbitration and wave their rights to any form of appeal in so far as such waiver can validly be made. **If the dispute still remains unresolved then the same shall be adjudicated by the Courts at Bengaluru.**

14. **Rules Governing Arbitration Proceedings:** The Arbitration proceedings shall be governed by Arbitration and Conciliation Act 1996, as amended from time to time and shall be in force at the time when the reference is made”.
15. A team constituted by AICTE will physically inspect the availability/quality and infrastructure of vehicles and office of applicant before opening the financial bid.
16. **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.**
17. The bid shall remain valid for 60 days from the date of opening of the bids.
18. 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.
19. 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 3above.

SECTION - IV

TERMS AND CONDITIONS OF THE CONTRACT

Terms & Conditions:

1. An Agreement will be executed on Rs.100/- non-judicial stamp paper in confirmation to the Terms and Condition.
2. The Bidder must have average annual turnover of Rs.25 lakhs during the last 3 financial years and copy of the certificate issued by CA must be enclosed.
3. The jurisdiction/location of the firm should be within the road distance of 15 KMs. of AICTE, SWRO, PK Block, Palace Road, Bengaluru – 560 009.
4. The bidder must have at least 5 years' experience in providing vehicles/Taxis to Government Department/PSU/Autonomous Bodies and enclose the copy of the performance certificate regarding satisfactory service, good quality of vehicles.
5. The vehicle provided must be in good condition and should not be older than 5years from the date of original registration.
6. The vehicles provided must neat and clean with good upholstery and regularly polished exterior. They should also be in perfect running condition.
7. 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 suitable compensated for by the successful bidder.
8. The bidder must ensure that a driver hired for running the vehicle must have valid driving license for the call of vehicle.
9. The bidder must make sure that vehicle made available must have valid permits from the RTO, valid insurance and other documents specified by the transport authorities.
10. The bidder shall bear the cost of fuel, lubricant, repair, maintenance etc.
11. The Bidder may ensure that Toll or parking charges if any is paid and subsequently claim on actual basis producing the valid original receipt in the regular bill.
12. The vehicle should be made available as and when required on request at the earliest.
13. The payment will be made on monthly basis on submission of pre-receipted bills along with log Sheet/Trip sheets signed by the user/verified by the concerned officers of AICTE. The Log Sheet/Trip sheet should mention Date, Time of Start, Initial KMs.

Place visited, closing KM., and closing times at AICTE office or at the time of dropping the guest/officials. Payment will be made in 15 days from the date of receipt of bill complete in all respects by way of NEFR/RTGS. Statutory deductions, as applicable, will be made. No advance payment will be made.

14. That the Contractor shall keep the AICTE indemnified against all claims whatsoever in respect of the Driver/Employee/Vehicle deployed by the contractor. In case any Driver(s)/Employee of the bidder so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the bidder to contest the same. 'The bidder shall ensure that no financial or any other liability comes on AICTE in this respect of any nature whatsoever including damage due any accident'.
15. 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 GST. Latest income Tax clearance certificate, PAN number is also required to be submitted by the contractor.
16. 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.
17. 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 type 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 circumstance 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.
18. The vehicle must bear a sign board as "On Govt. of India Duty – AICTE".
19. In the event of two or more bids being tied, the decision of the Regional Officer, Bengaluru shall be final and binding of all Parties.

20. A performance Certificate from the previous employer certifying that the services rendered were satisfactory is to be enclosed.
21. No advance payment is payable by AICTE or its Officials/Guests/Experts travelling in vehicle provided by the Tenderer.
22. Nothing shall be paid extra over the quoted rates.
23. In case of any dispute, the legal jurisdiction will be Bengaluru only.
24. The AICTE, reserves the right to disallow a part or full payment against any bill, if any of the General or special conditions violated.
25. Penalty will be imposed if the vehicle provided to AICTE for:
 - (i) Late reporting Rs.100/- per day
 - (ii) Non observance of dress code Rs.100/- per day
 - (iii) Non reporting Rs.500 per day
 - (iv) Change of driver without permission Rs.200/- per dayThe penalty amount will be deducted from the regular bills.

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 Client in support of Experience: _____
(Enclosed Certificates)
- 8 No. of cars owned / attached and details of the cars: _____
9. Turnover : _____

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

OFFER LETTER

From

Dated /02. /2021

Full Name of the Bidder _____

Address _____

Phone No. _____ Fax _____

Email id: _____ Website _____

To,

The Regional Officer,

SWR office,

All India Council for Technical Education (AICTE),

PK Block, Palace Road,

Bengaluru 560009

Dear Sir,

1. With reference to your notice AICTE/SWRO/01/2020-21 dated 27.01.2021 having examined and understood the instructions and all the terms and conditions forming part of the tender, I/we submit quote for hiring of Taxi Services to SWRO, Bengaluru. As a proof acceptance of terms and condition a signed copy Part IV of the tender is enclosed.
2. I/We hereby certify that I/we have read the entire terms and conditions mentioned in the notice I/ We further confirm that the offer is in conformity with the terms and conditions as mentioned thereof. I/ We also understand that the AICTE is not bound to accept the offer either in part or in full and that the AICTE has right to reject the offer in full or in part without assigning any reasons whatsoever.
3. I/We agree to keep the offer open for acceptance up to and inclusive of 60 days from the date of Bid opening and to the extension of the said date by another 30 days in case it is so decided by AICTE. I/We shall be bound by communication of acceptance of the offer dispatched by AICTE within the time stipulated. I/we also agree that if the date up to which the offer would remain open is declared a holiday for AICTE, the offer will remain open for acceptance till the next working day.
4. I/We do hereby declare that the entries made in the Tender are true and also that I/We shall be bound by the acts of my/our duly constituted Attorney.
5. I/We do hereby declare that I/we have not been blacklisted or otherwise debarred by AICTE or Central/State Govt. or any Central/ State PSU /Statutory Corporations for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, Rule, or Administrative Instructions.
6. I/We hereby declare that the contract entered into with AICTE or central/state Govt. or any central/ State PSU /Statutory Corporations has not been terminated before the expiry of the contract period for breach of any terms and conditions at any point of time during the preceding five years.
7. I/We hereby declare that the bidder, its proprietor/any of its partners/ Directors/Members of its Governing body has not been, at any time, convicted by any court for any offence

and sentenced to imprisonment for a period of three years or more for an Offence involving moral turpitude

8. I/We certify that all information furnished by in this the quote is true & correct and in the event that the information is found to be incorrect/untrue, the AICTE shall have the right to disqualify our quote without giving any notice or reason thereof and/or summarily.

(Name, signature & seal of the
Authorized signatory of the bidder)

With reference to the above, I/We hereby submit the quotation for hiring of Taxi Services as detailed below:

Sl. No	Particular	Rates quoted for taxies for daily basis	
		Innova /InnovaCrysta AC	AC- Swift Dezire / ETIOS equivalent
1	4 Hour/40 KM		
2	8 Hours/80 KM		
3	Extra per KM		
4	Extra per hour		
5	Outstation from Bengaluru both ways per km		
6	Night Halt		
7	Air Port drop to KIA		
8	Air Port pickup from KIA		
9	Railway Station drop 2 Hours / 20K.M.		
10	Railway Station Pickup 3 Hours / 20 K.M.		

Sl.No	Particular	Rates quoted for taxies for monthly basis	
		AC-Innova / Innova Crysta	AC-Swift Dezire/ ETOS or equivalent
1	10 Hrs. per day for 2500 Kms per Month		
2	Extra per KM		
3	Extra per hour		
4	Outstation from Bengaluru Both ways per km		
5	Night Halt		
* If not utilized 2500 KMs, balance will be carry forwarded for the next month.			

Date:

Place:

Signature & Stamp of the bidder