



NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015, TAMIL NADU  
Web site: [www.nitt.edu](http://www.nitt.edu)

NOTICE INVITING TENDER FOR PROVIDING TAXI SERVICES ON RATE CONTRACT BASIS

BID SYNOPSIS	
Name of Work/ Service	<b>NITT/F.No:001/Rate Contract/2018-19</b> Taxi Services on rate contract basis
Brief Scope of Work	Providing Taxi Services on Rate contract basis to National Institute of Technology, Tiruchirappalli for the period of One Year
Tender Document	The tender document can be downloaded from the NITT website <a href="http://www.nitt.edu">www.nitt.edu</a>
Cost of Tender Document ( Nonrefundable)	Nil
EMD Amount (Refundable)	Rs.5000/- payable through demand draft drawn in favor of The Director, NIT, Tiruchirappalli, payable at Trichy.
Last Date and Time for receipt of tender	30.05.2018 till 3.00PM
Mode of submission of Tender	By Speed Post/ Register Post/ Courier/ Hand delivery at the postal dispatch section of NITT.
Due Date, time & venue Opening of Tender	30.05.2018 at 3.30 PM at Stores and Purchase section
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu, India Kind attention: Deputy Registrar, (Stores and Purchase)
Procedure for submission of Bid	Envelope 1 : EMD Envelope 2 : Technical Bid Envelope 3: Price Bid Envelope 4: Larger size Outer Envelope
Contract person for Technical Queries	Deputy Registrar (Stores and Purchase) National Institute of Technology, Tiruchirappalli-15 Land Line Number 0431 <u>2503961.</u>

## **NATIONAL INSTITUTE OF TECHNOLOGY-TIRUCHIRAPPALLI**

National Institute of Technology, Tiruchirappalli (NITT) is a premier technical institution fully funded by the Government of India. NITT is situated on Tiruchirappalli -Thanjavur National Highway at a distance of 21 km from Tiruchirappalli railway junction. In order to achieve a more productive work force, NITT desires to utilize the services of reputed private/Govt agencies in certain area of its functioning. In this regard, NITT has decided to hire a Taxi services **(AC and non Ac) (Petrol/Diesel driven)** from reputed and well experienced agencies on rate contract basis, for a period of One/Two years. An initial 3 months trial period will be given for the selected service provider, and on successful completion of which confirmation of contract for balance period will be issued.

### **SECTION: Technical Bid (Pre-qualification criteria)**

The Bidders are required to submit technical bid enclosing therewith photocopies of following documents, failing which their bids will be summarily rejected and will not be considered any further: -

- (i) The bidder must be a registered firm Documentary evidence to be submitted Registration Certificate to do the business for this or branch office work.
- (ii) The bidder should have their presence in Trichy or Thanjavur. Valid proof should be submitted along with the bid.
- (iii) The bidder should have valid PAN Number
- (iv) The bidder should have valid GST Number
- (v) Copy of service orders completed during the last three years
- (vi) The bidder should have an annual turn over during the last three consecutive financial years. Bidder should be submitting photocopy of audited balance sheet or Income tax return.

### **SECTION: Submission of Bid**

Cover 1: EMD and Tender cost

(should be superscribed as 'EMD and tender cost cover' duly indicating the Tender Reference No. and the due date of opening)

Earnest Money Deposit (EMD) and tender cost are to be submitted by way of Demand Draft/FDR drawn on any Nationalized bank in India in favor of "The Director, NIT, Trichy" payable at Trichy. The bids submitted without EMD or tender cost will be treated as non-responsive and will be rejected. EMD shall bear no interest

Cover 2: Technical Bid

(should be superscribed as 'Technical Bid' duly indicating the Tender Reference No. and the due date of opening)

Should contain:

- a. Technical Pre-qualification criteria
- b. Duly filled up technical questionnaire, if any
- c. Duly filled up deviation schedules to technical specifications, if any

### **Cover 3: Price Bid**

(Should be superscribed as 'Price Bid' duly indicating the Tender Reference No. and the due date of opening)

Should contain:

- a. Price bid as per the format in Section-4 of the tender document
- b. Break-up price as per the format in Annexure-A

Note:

- a. If the prices are revealed in cover 1 or in cover 2, the offer will be summarily rejected.
- b. Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1, Cover 2 and Cover 3) should be sealed individually with the Sellers's distinctive seal and superscribed with the tender reference No. and due date of opening. All inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and superscribed with the tender reference No. and due date of opening.
- c. Mention "Kind Attention Deputy Registrar Stores and Purchase, and submit at the address given in the Notice Inviting Tender.
- d. Cover 1 & 2 will be opened on the scheduled date and time mentioned in the tender enquiry.
- e. Cover 3 of the technically and commercially suitable offers alone will be opened on a date which will be intimated to the qualified bidders.
- f. Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.

## SECTION: TERMS AND CONDITIONS FORM

(IMPORTANT: READ THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT)

1. The offers should be addressed to “The Director, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed BID AGAINST TENDER NOTIFICATION No.: .....” so as to reach us on or before 30.05 2018, 3.00 pm.
2. Full technical specifications should be sent along with the tenders. Offers without proper technical specifications will be rejected.
3. The Eligibility Criteria will be evaluated by Tender Committee and those qualify technical specifications will be considered for further evaluation.
4. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T’s Technical specification / requirements would be compared.
5. No revision of the price bid will be allowed once the price bids are opened.
6. No increase in price will be allowed after our firm orders are placed.
7. Vendors shall not make attempts to establish unsolicited and un-authorized contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
8. Delay / loss in postal transit or due to other reasons will not be NIT-T’s responsibility.
9. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
10. The tender should be made only on the FORM which is available in our website, otherwise it shall lead to rejection. The FORM should be duly filled up (preferably TYPE WRITTEN IN CAPITAL LETTERS) and should clearly mention the features offered by the bidder against each specification
11. Authorized signatory should sign on all the pages. Bids without authorized signatures or seal of the firm will be rejected.
12. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
13. The bid shall be in the format of price schedule given in Annexure I. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.
14. NIT-T reserves the right to change the order or split the orders among multiple vendors without assigning any reason(s) whatsoever.
15. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
16. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

**Performance security:** The Contractor are informed that they should sign a stamp paper agreement with us, for. before placing the final purchase order as per our terms & conditions and should submit the bank guarantee for Rs.25000/- towards performance security. The bank guarantee will be returned to the contractor after 60 days on the successful completion of contract period.

**Validity of bids:** The rate quote should be valid for a minimum of 120 days. No claim for escalation of rate will be considered after opening the Tender.

**Release of EMD:** The EMD will be released after receipt of performance security from successful bidder.

**Amendment of tender document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.

**The Institute may at its own discretion extend the last date for the receipt of bids/cancel the binds without assigning any reason.**

The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.

The bidder should give the following declaration while submitting the Tender.

**ACCEPTANCE**

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR:

ADDRESS

Signature and seal

**DECLARATION**

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

Signature of the Bidder : .....

Name and Designation : .....

Business Address : .....

.....

.....

Place:

Date:

Seal of the Bidder's Firm

## SECTION: – SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

### SCOPE OF WORK:

The scope of the tender is to hire vehicles (taxies) at the rate contract basics to meet the transport requirements of NITT at Trichy and official visitors for travel from and to the points as decided by the NITT from time to time. This will include the points in and outside Trichy as well as interstate journey. The Contract will be awarded on trial basis for a period of three months from the date of award of contract and on successful completion of trial period will be treated on regular contract for the period of one year

**2. PERIOD OF CONTRACT:** Initially the contract will be for a period of One year, which may be extended further by one more year on same terms & conditions and rates by mutual consent and understanding of both the parties.

During the period of contract, Institute will allow maximum of three Vehicles to park inside the campus .

**3. THE VEHICLES:** At present we require Petrol/Diesel driven Compliance ordinary sedan Car/SUV/XUV vehicle, luxury car, with AC and Non AC of 2016 onwards model on rate contract on need basis in excellent condition.

- The above vehicles must be registered for operating as taxies in RTO and must have RTO clearance.
- The vehicles should be registered in the Name of the tenderer / firm or the owner of the vehicle should have submitted undertaking to run on hire to the firm. The Xerox copies of relevant documents such as RC Books, Insurance Policies, RTO permits etc. should be submitted before signing the agreement.
- The vehicles should be comprehensively insured for coverage of all kinds of risks.
- Normally, the NITT will give advance intimation for hiring the extra vehicle. However, in any urgency the vehicle is to be provided on short notice of 1 hours. The vehicle shall be requisitioned as per requirement and adherence to strict timing shall be absolutely essential. The number of vehicles may increase depending upon the requirement.
- The vehicles should be maintained in excellent running condition and should have neat and clean, seat covers, upholstery and carpets/mattings. The windscreen should have sun control film or smoke glass.
- In case of breakdown of any vehicle, the contractor shall immediately replace the same by equally good vehicle as approved by the Centre.
- In case the vehicle earmarked for us are under repair or replaced for any other reasons, the replaced vehicle should also fulfil all the requirement mentioned above.
- The A.C. of Car should be functional all the time and the same should be used according to the climatic conditions.
- The dickey of the vehicles should be neat and clean to accommodate luggage without any obstacle.
- The vehicle provided to the Institute should not be owned by any employee of this Institute or his/her family members or his/her dependents.

An undertaking to this effect should be given before entering into contract.

### 4. THE DRIVERS TO BE ATTACHED WITH THE VEHICLES:

- The drivers of the vehicles shall possess valid driving license
- The driver should be well experienced, well mannered, polite, disciplined and should have blemish less record in safe driving.
- The drivers of the vehicles should have full knowledge of local city, state and national highways and traffic rules.

- Driver reporting at Airport/Railway Station for pick-up duties shall display play card of NITT for helping employees and guests to identify them.
- It shall be the responsibility of drivers to get the log sheet regularly and accurately filled in by the users i.e. reporting, starting and ending time, opening and closing Km., starting and ending destinations and users signature and should submit the log sheet on the next day before 10.00am regularly to the designated officer of the NITT.
- The contractor should ensure that sufficient cash is available with the drivers to cover essential contingent expenditure viz. refilling of fuel, urgent repairs etc. and should carry with them related RTO/Insurance papers, RTO regulatory matters relating to the registration of taxies etc., fitness certificate of the vehicle, valid driving license etc.
- The drivers of the vehicles should not have any bad habits such as smoking, chewing of tobacco etc. and should never take any prohibited items such as explosives, liquor, drugs etc. in the vehicle.
- In case the driver of the vehicle is found negligent in discharging his duty or shows discourtesy to the users of the vehicles or commits any misconduct or offence, he shall be replaced immediately by the contractor.
- Drivers must strictly follow the speed limit and parking rule of the institute.

**5. RATES AND DETAILS OF VEHICLES:** The rates are to be given in the prescribed form (Annexure-I) and the list of the past and present clients are also to be given in the prescribed form (Annexure-II) attached with this tender document

**6. RATES QUOTED:** The rates quoted by the tenderer shall be deemed to include all expenses /taxes etc. whatsoever that the contractor may be required to incur, except service tax. However, in case of interstate journey, the toll tax / RTO tax paid at the check post while entering into the limit of the other state shall be reimbursed on actual basis on production of original receipt, Parking charges at Airport/ Railway Station toll charges shall be reimbursed on actual basis on production of original receipt and the same should be claimed in the regular monthly bill. What about toll Charges?

**7. PAYMENTS:**

- The contractor shall be paid monthly bill after receipt of bill along with monthly statement. All bills should be supported by log sheets duly signed by users and controlling officer of the NITT.
- No claim for interest will be entertained by the Institute in respect of any payments/ deposits which will be held with the NITT due to dispute between the institute and contractor or due to administrative delay for the reasons beyond the control of the NITT.
- As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the contractor. Necessary TDS certificate will be issued by the NITT.
- During the currency of contract, no increase in rates will be allowed for hike in the rates of consumables like tyre/tube/oil/petrol/diesel any others.
- If any of the above conditions are not adhered to and should there be unauthorized deviations to the terms and conditions stipulated above, the bill submitted is liable to be rejected and payment disallowed.

**8. PENALTY:** After having acknowledged and confirmed the contract, if the contractor fails to provide the taxi/vehicle for specific requirement/journey as booked by any authorized officials of this Institute, this institute reserves the right to hire the vehicle from other taxi service provider at the risk and cost of the firm the cost difference between the alternative arrangement and the rate contract value will be recovered equally from the firm. Over and above an amount of Rs.500/- towards fine for breach of terms and condition will be recovered from the bill.

**9. RESERVES THE RIGHT:** The Director, NITT reserves the right to terminate the contract at any time if it is found that during the currency of contract, the services of the contractor are not satisfactory.

The NITT may enter into parallel contract for similar services with other agencies whenever it is found necessary.

The NITT may extend the contract by one more year from the date of expiry of the initial period, on the same terms and conditions

**10. SUB-CONTRACT:** The NITT does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.

## ANNEXURE – I

Form 1 for submitting financial bid for supply of outstation AC/ Non-AC Taxi Permit Vehicles

<b>S.No</b>	<b>Type of Vehicles</b>	<b>Rate in Rs. per K.M. (Minimum 250 Kms per day (24 Hours) will be paid)</b>	<b>Night Charge Per Night (If Vehicles engaged between 11:00 PM to 6.00 AM)</b>	<b>Halt Charge Per Night (If Vehicles engaged between 11:00 PM to 6.00 AM)</b>	<b>Remarks</b>
1	Indica A.C				
2	Indica Non-A.C				
3	Idigo/Swift Dzire A.C				
4	Idigo/Swift Dzire Non-A.C				
5	Tavera/Xylo A.C				
6	Tavera/Xylo Non-A.C				
7	Innova A.C				
8	Innova Non-A.C				

Certified that all the terms and conditions of the tender document are acceptable to us.

(Signature of the Bidder)

Full Name of the firm with completed  
Office address and Tel.No. & Mob. No

Form 2 for submitting financial bid for supply of Local AC/ Non-AC Taxi Permit Vehicles

S.No	Type of Vehicles	Rate for 4 hrs or 40 KMs	Rate for 8 hrs or 80 KMs	Extra Charges for Per KMs	Extra Hours waiting Charges per Hours
1	Indica A.C				
2	Indica Non-A.C				
3	Idigo/Swift Dzire A.C				
4	Idigo/Swift Dzire Non-A.C				
5	Tavera/Xylo A.C				
6	Tavera/Xylo Non-A.C				
7	Innova A.C				
8	Innova Non-A.C				

S.No	Type of Vehicles	Rate per one way local trip inside the campus (ie from Department/Office to Guest House )
1	Idigo/Swift Dzire A.C	
2	Indica A.C	
3	Tavera/Xylo A.C	
4	Innova A.C	

Certified that all the terms and conditions of the tender document are acceptable to us.

(Signature of the Bidder)

Full Name of the firm with completed  
Office address and Tel.No. & Mob. No

Form 3 for submitting financial bid for supply of Local AC/ Non-AC Taxi Permit Vehicles

S.No	Type of Vehicles	From	To	Fixed charges per trip	Extra Hours waiting Charges per Hours
1	Indica A.C	NITT	Trichy Bus stand		
		NITT	Trichy Railway station		
		NITT	Trichy Airport		
		NITT	Anna university Trichy		
		NITT	IIM Trichy		
		NITT	SASTRA university		
		NITT	BHEL		
2	Indica Non-A.C	NITT	Trichy Bus stand		
		NITT	Trichy Railway station		
		NITT	Trichy Airport		
		NITT	Anna university Trichy		
		NITT	IIM Trichy		
		NITT	SASTRA university		
		NITT	BHEL		
3	Idigo/Swift Dzire A.C	NITT	Trichy Bus stand		
		NITT	Trichy Railway station		
		NITT	Trichy Airport		
		NITT	Anna university Trichy		
		NITT	IIM Trichy		
		NITT	SASTRA university		
		NITT	BHEL		
4	Idigo/Swift Dzire Non-A.C	NITT	Trichy Bus stand		
		NITT	Trichy Railway station		
		NITT	Trichy Airport		
		NITT	Anna university Trichy		
		NITT	IIM Trichy		
		NITT	SASTRA university		
		NITT	BHEL		
5	Tavera/Xylo A.C	NITT	Trichy Bus stand		
		NITT	Trichy Railway station		
		NITT	Trichy Airport		
		NITT	Anna university Trichy		
		NITT	IIM Trichy		
		NITT	SASTRA university		
		NITT	BHEL		
6	Tavera/Xylo Non-A.C	NITT	Trichy Bus stand		
		NITT	Trichy Railway station		
		NITT	Trichy Airport		
		NITT	Anna university Trichy		
		NITT	IIM Trichy		
		NITT	SASTRA university		

		NITT	BHEL		
7	Innova A.C	NITT	Trichy Bus stand		
		NITT	Trichy Railway station		
		NITT	Trichy Airport		
		NITT	Anna university Trichy		
		NITT	IIM Trichy		
		NITT	SASTRA university		
		NITT	BHEL		
8	Innova Non-A.C	NITT	Trichy Bus stand		
		NITT	Trichy Railway station		
		NITT	Trichy Airport		
		NITT	Anna university Trichy		
		NITT	IIM Trichy		
		NITT	SASTRA university		
		NITT	BHEL		

Certified that all the terms and conditions of the tender document are acceptable to us.

(Signature of the Bidder)

Full Name of the firm with completed  
Office address and Tel.No. & Mob. No.

**ANNEXURE – III**

**LIST OF THE PRESENT AND PAST CLIENTS:**

**PRESENT CLIENTS:**

<b>No</b>	<b>Name and Address of the client</b>	<b>Type and number of machines under contract</b>	<b>Name and Designation of contact person with telephone number</b>

CONTRACT FORM (To be provided by the bidder in their business letter head)

[Name of the Supplier's Firm] hereby abide to all the terms and condition .....  
mentioned in the Tender document for Taxi Service at Rate Contract if the contract is awarded.

I/we here by agree to sign a stamp paper agreement with NITT before awarding the final Rate contract  
order as per Tender terms & conditions and also agree to Submit the sum of Rs.20000/- in the form of  
bank guarantee towards performance security.

Signature of the Bidder : .....

Name and Designation : .....

Business Address : .....

Place:

Date:

Seal of the Bidder's Firm

**PREVIOUS CLIENTS:**

<b>No</b>	<b>Name and Address of the client</b>	<b>Type and number of vehicles under contract</b>	<b>Name and Designation of contact person with telephone number</b>

Authorized Signatory (Signature in full) : \_\_\_\_\_

Name and title of Signatory : \_\_\_\_\_

Stamp of the Company : \_\_\_\_\_

