



OFFICE OF THE REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE, OM LEVA VIKAS NIKETAN  
NANEPADA ROAD, MULUND (EAST), MUMBAI-81

**Limited tender No. 01 / 2012/**

F.No : IG/RCMI/12-13/**12846**

Dated : 13.12.2012

TENDER DOCUMENT

**M/s**

Sub.: Empanelment of Taxi service for providing Taxi Service on monthly basis.

Sealed tender are invited for providing Taxi service to the Indira Gandhi National Open University, Regional Centre, Mumbai for a period of one year which can be further extended by mutual consent. In case your firm / agency is interested, please give your rates under sealed cover in the enclosed proforma.

Enclosed hereto are as follows :

Annexure –I :	Terms & Conditions
Annexure –II :	Technical Bid
Annexure –III:	Financial Bid

Please note that “Terms & Conditions” - Annexure-I is to be returned to us after signing each and every paper as a token of acceptance of the same and must be enclosed with the “Technical Bid”.

The proposals are to be submitted in Proforma containing detailed terms & conditions in two separate envelopes duly signed and stamped i.e. (1) Technical Bid (Annexure-II) along with the Annexure-I with first envelope superscribing “Technical Bid for Taxi” and Financial Bid quoting your rates in Annexure -II should be in envelope No. 2 superscribing “Financial Bid for Taxi”. Both the envelopes should be sealed properly and submitted in a single cover super-scribed with word “Empanelment for providing Taxi”.

The Tenders in sealed cover should reach to the Regional Director, Indira Gandhi National Open University, Regional Centre, Om Leva Vikas Niketan, Nane Pada Road, MULUND(EAST), MUMBAI-400081 on or before **3.00pm of 28..12.2012**. The Technical Bids will be opened on the same day at 3.30 p.m. in the presence of tenderers or their authorized representatives. Late tenders will not be entertained at all.

Yours sincerely,

( DR.M.SHANMUGAM)  
Sr. Regional Director

**Encl:** Term & Condition, Technical Bid & Financial Bid

**Annexure - I**

1. The tender in the prescribed formats should be submitted before the time and date fixed for the receipt of quotations as laid down in the tender/notice. Offers received after the stipulated time and date shall be summarily rejected
2. There will be two separate envelopes. First one will contain duly signed & stamped terms and conditions, Technical bid (Annexure-I) superscribing "Technical bid for Hiring of Taxi". The financial bid after quoting the rates in Financial bid (Annexure-II) should be enclosed in envelope no. 2 superscribing "Financial bid for Hiring of Taxi". Both the envelopes should be sealed properly and submitted in a single cover super scribed with " Quotation for Hiring of Taxi".
3. Tender will be short listed by a duly constituted Tender Evaluation Committee and if considered necessary, TEC may decide to visit and inspect the facilities. The financial bid shall be opened only for the technically short listed vendors as decided by the TEC. IGNOU reserves the right to reject any or all tender without assigning any reason thereof and the firm will have no right to appeal against it.
4. The contract will be for a period of one year which can be further extended on mutual consent. The contract can be terminated by either side by giving three month's advance notice but this will be at the liberty of IGNOU. In case of unsatisfactory service / serious complaints the contract can be terminated by the University by giving one month's advance notice.
5. The rates offered will be valid for the period of contract. No request for revision of rates during the period of contract will be entertained.
6. Failure to provide the service and /or stoppage of service without giving advance notice as mentioned above can cause cancellation of the contract and forfeiture of the performance security.
7. Vehicles in good running condition with low noise and without any mechanical defect will only be accepted under these rates. The University, may at its discretion impose a suitable penalty for providing below standard vehicles, if complaint to this effect is received from any officer.
8. Tenderers will submit photocopy of RC of each vehicles along with Annexure-I. Where vehicles are taken on lease from other agency/ individual, the lease should be valid for the period of contract and copies of lease agreement should be attached with the tender. The University reserves the right to verify each such document.
9. Only those operators who have registered themselves with Central Excise Department and have the 15 digit service tax code no. only need to apply. This code no is to be mentioned in all bills invoices raised by the operators.
10. The tenderer may specify whether any discount would be given if payment is made within 20 days of presentation of bill to the University. If so, the quantum of discount may be mentioned in the Financial Bid (Annexure-III).
11. In case of any dispute parties shall resolve the dispute by mutual discussions within a period of 30 days failing which regular courts at Delhi / New Delhi only will have the jurisdiction to adjudicate upon the matter.
12. Taxes as applicable shall be deducted at the time of payment.

## TECHNICAL BID

1. Name of the firm :

2. Name of the Proprietor :

3. Address :

4. Registration No. of the firm :

5. 15 digit service tax registration no.  
(Copy to be enclosed) :

6. Pan No. of the firm :

7. Total No. of Vehicle :

8. Telephone No. of firm :

9. Detail of Vehicles::

Sl. No.	Vehicle No.	Model / year of Registration	Make/Type of Vehicle	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

I confirm that I have read the terms and conditions enclosed and understand that in case of any of the statement furnished by the undersigned is found to be false or if any / all the terms and conditions are not complied with, the tender is liable to be cancelled by the University. I agree that the decision of the IGNOU in this regard would be final and binding on the tenderer.

Address\_\_\_\_\_

Authorised Signatory  
Name &

(With seal)\_\_\_\_\_

Name of Taxi Service

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## FINANCIAL BID

## RATES FOR HIRING TAXI

Sl N.	Rates for	.Indica Non A/C
02	Upto 80 kms & 10 hours a day (monthly Basis for 24 days)	
03	Charges for extra Kms.(per km)	
04	Charges for extra Hours (per hour)	
05	Night Charges per day	
06	OUT STATION Rate per Kms.	

Discount, if any:

I confirm that I have read the terms and conditions enclosed and understand that in case of any of the statement furnished by the undersigned is found to be false or if any / all the terms and conditions are not complied with, the tender is liable to be cancelled by the University. I agree that the decision of the IGNOU in this regard would be final and binding on the tenderer.

(With seal)\_\_\_\_\_

Authorised Signatory  
Name &  
Address\_\_\_\_\_