



NIEPMD/ Pur4 (09)/2015-16

Date: 10 Sep 2015

To,

All Reputed Agencies

NOTICE INVITING TENDER FOR HIRING OF TAXIS ON DAILY BASIS

NIEPMD is established at Chennai, Tamilnadu by Government of India to serve as a National Resource Centre to provide various services to Persons with Multiple Disabilities. The institute is intends to made Annual Rate Contract for hiring of Taxis on daily requirement basis.

Sealed quotations are invited from registered transporters / Taxi operators within Chennai for hiring of vehicles for the use of this office on daily need basis for the local journey / outstation journey etc. The said contract will be awarded initially for a period of one year from the date of approval of contract, which may be extended at the discretion of the NIEPMD authorities for further period of two years based on previous performance.

(1) The contract will be governed by the following terms and conditions:-

- (a) The bidder should be a reputed firm/Contractor for providing the services of Taxis with an experience of atleast 2 years for providing the said services in Government Offices / Public Undertakings/ reputed offices. (Attach Proof)
- (b) Bidder should provide certificates of firm registration, PAN No. and Service Tax registration. (Proof to be attached).
- (c) **The tenderer must have a well-established Office located within a radius of 10 to 15 Kilometres from NIEPMD, Muttukadu Chennai. (Proof to be attached)**
- (d) The rates quoted in response to the tender notice will remain unchanged till the current year of the contract. In case of extending the contract further it can be revised on the discretion of NIEPMD authorities.
- (e) There is no guarantee of hiring of any specific number of vehicles daily. The agency shall have to provide as many vehicles as may be required by NIEPMD at a particular point of time, even at short notice. The services should be available round the clock. The firm must have a 24 hours working telephone system so that the requirement of vehicle can be met at short notice at odd hours or on holidays etc.
- (f) The drivers should have mobile phones so that they could be contacted on requirement. However mobile charges **will not** be reimbursed by the NIEPMD.

- (g) The drivers of the vehicle should have valid driving license from the appropriate authority and be well experienced, well-mannered and punctual.
- (h) Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with the hiring charges bill on production of receipts. The bills raised by the firm should have all tax registration numbers printed on the bills.
- (i) The Office reserves the right to cancel the contract, at any time, without assigning any reason.
- (j) All the vehicles provided shall have yellow number plate meant for taxis /commercial vehicle along with valid commercial license. The vehicles hired under this contract shall not be used for any other purpose during the period of hire time.
- (k) The vehicle with the driver should be placed at the disposal of NIEPMD as and when required. NIEPMD would be free to use the hired vehicle in any manner for carrying officials, materials etc. as per its requirement and the firm will not have any objection to it.
- (l) No compromise will be made by the Office towards punctuality, cleanliness, obedience, promptness, behaviours etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by the Office, the contract will be cancelled without any notice by the Office.
- (m) The successful bidder shall ensure that the vehicles provided to **NIEPMD** shall be in good mechanical condition and the interior and exterior of the vehicle should be well maintained. The successful bidder shall ensure that there should not be any dent or rust on the car and there should not be any unwarranted noise etc. in the car while driving.
- (n) The successful bidders shall ensure that all documents pertaining to the vehicle provided to **NIEPMD** is kept under the custody of the driver in the vehicle without fail while on duty and **NIEPMD** shall not be put to any inconvenience for any such failure of the bidder. Further, the vehicle should be free from all encumbrances and all taxes and statutory requirements should be fulfilled and related documents to be kept update.
- (o) The tenderer must enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his as an unconditional acceptance of all the terms & conditions.
- (p) The compensation, connected expenses and legal disputes between the firm and the staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the office in no way shall be party to the disputes and will have no liability on this account. It is also the firm's liability to provide wages etc. and follow other statutory obligations as per extant rules.
- (q) The disputes emanating from the contract shall be adjudicated through the sole arbitration of The Director, NIEPMD, Muttukadu, Chennai.
- (r) The office reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this office in this regard shall be final.
- (s) Legal disputes, if any, arising during period of the contract, will be under Chennai court jurisdiction only.
- (t) Any losses or injuries due to road accident etc. arising during the course of engagement of the vehicles for the services to NIEPMD, shall be handled

fully by the service Provider, NIEPMD or its users will not be involved in any manner and any liabilities arising out of such accidents will be the responsibility of the Service provider alone. The bidder / service provider shall be bound to render complete indemnity to the NIEPMD / NIEPMD users against any liability - criminal or civil arising on account of hiring taxis by NIEPMD.

- (u) NIEPMD will not be responsible for any challan, loss, damage on accident to the vehicle on to any other vehicle or injury.
- (v) In case of breakdown of the vehicle on non-availability on driver, the firm must provide replacement immediately at its own cost.
- (w) The Service Provider should ensure that vehicles provided for hire must be registered under Taxi quota only. Under no circumstances vehicle registered against private quota should be provided.

(2) **Payments:-**

- (a) Payment of hiring charges will be made within 30 days after submitting the bills. The bills for the use of vehicles, accompanied by duty slips duly signed by the user with original receipt of parking / toll / entry fee etc. may be submitted to office on weekly basis. TDS will be deducted by the NIEPMD at the time of payment of bills.
- (b) No advance payment, in any case, would be made to the firm.
- (c) Bidder will not be allowed to provide any condition for maximum/ minimum usage of any category of vehicles.
- (d) The calculation of mileage shall be from the reporting point to the relieving point (i.e. NIEPMD) and will not be calculated on garage to garage basis. Distance shall be reckoned / computed from the reporting point i.e. NIEPMD.

(3) ***Non Relationship with Employees:-***

NIEPMD will debar parties from tendering having relatives working in NIEPMD and/or any other unit of NIEPMD. A non-relationship Certificates is required to be submitted.

(4) ***Termination of the Contract***

- (a) Notwithstanding any other provisions made in the contract, NIEPMD reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor will not be eligible for any compensation or claim in the event of such cancellation. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and the contractor will be liable for action as appropriate under the extant laws.

(b) Engagement of agency shall stand cancelled in case the agency violates any of the terms and conditions.

(c) Any relaxation in the terms & conditions will be at the sole discretion of the Director NIEPMD

Name: _____

Position: _____

Address/Phone/Mobile No _____

The words "**QUOTATION FOR HIRING OF TAXI**" should be mentioned in bold letters on the top of the sealed envelope and send by speed post, courier or person drop in tender box placed at 3rd floor NIEPMD main building. only.

The interested eligible parties must submit their quotes in sealed envelope addressed to "Director, NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai – 603112 on or before 25th Sep 2015, 03.30 PM.

Yours Sincerely,

--Sd/-

S. Sankara Narayanan
Deputy Registrar (Admin)

Annexure "A"
to NIEPMD/Pur4 (09)/2015-16
dated 10 Sep 2015

CHECK LIST

1.	Proof of office address with 10-15 Kilometres from NIEPMD, Muttukadu.	
2.	Tenderer's self-attested copy of the PAN/ TAN card issued by the Income Tax Department with copy of Income-tax return of the last two financial years (If available).	
3.	Self-attested copy of Service Tax Registration No.	
4.	Proof of experience of last Two completed years along with satisfactory performance certificates from the concerned employers (if Available).	
5.	Name, address of firm/Agency and Telephone numbers.	
6.	Registration No. of the Firm/Agency.	
7.	Name, Designation, Address & Tel. No. of Authorised person of firm/Agency to deal with.	
8.	Please specify as to whether tenderer is sole proprietor/ Partnership firm/company or any other establishment.	
9.	Name, Address and Telephone No. of Head/Partners etc. be specified.	
10.	List of agencies/Institutions/offices, where providing service or service provided in past.	
11.	Authorisation/Power of Attorney	
12.	Any other document, if attached	

Declaration by the bidder:-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature-----

Name-----

Place & Date-----

Annexure "B"
to NIEPMD/Pur4 (09)/2015-16
dated 10 Sep 2015

RATE FOR DAILY / NEED BASIS FOR

Sl. No.	Particulars	Indica (AC)	Tavera (AC)	Indigo (AC)	Etios (AC)	Innova (AC)	Mazda (AC)	Sumo (AC)	Tavera (Non AC)	Sumo (Non AC)	Xylo (AC)
01	Rate for 50 Kms & 5 Hrs. of duty										
02	Rate for 100 Kms. & 10 Hrs. of duty										
03	Charges for extra per Kms beyond 50 Kms /100Kms.										
04	Charges for extra Per hour of duty beyond 06 hrs. / 12 hrs.										
05	out of Station Journey (per km.) + other charges, if any. (Rate per Km & Other charges to be indicated separately)										

Note:- For extra charges either extra Kms. Or extra Hours shall be taken into consideration, not both at the same time.

Signature of Bidder