

**EXPRESSION OF INTEREST
FOR
Empanelment of taxi service Provider**



**PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR
Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005**

EXPRESSION OF INTEREST

Date of conference: 04.11.2016 (2:30 PM)

Last date for submission of Expression of Interest: 04.11.2016 (1:00 PM)

Contains total 10 pages.

[Handwritten signatures]

Annexure - I

GENERAL TERMS AND CONDITIONS

Sub:- Notice Inviting Expression of Interest for "Empanelment of taxi service Provider"

1. **Parties:** - The parties to the Contract will be the contractor providing the taxi services and the Institute availing the services.
2. **Addresses:** For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the Expression of Interest shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Institute. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Security Deposit:** Security Deposit of Rs.30000/- (Rupees Thirty Thousand only) in the name of "The Registrar, PDPM-IIITDM Jabalpur", payable at Jabalpur in the form of demand draft of any nationalized bank must be deposited by empanelled service provider.
4. **Preparation and submission of Expression of Interest:** The Expression of Interest should be submitted in two parts namely, Technical Bid (in form given in Annexure-III) and Commercial Bid (in form given in Annexure-IV and Annexure V) and each should be kept in a separate cover.
5. **Signing of Expression of Interest:** The individual signing the Expression of Interest or other documents connected with contract must specify whether he signs as: - (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor. (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute the document.
6. **Validity of the Bids:** The bids shall be valid for a period of 90 days from the date of opening of the Expression of Interest.
7. **Opening of Expression of Interest:** Firms must be present at the time of opening of the Expression of Interest either on his own or through authorized representative to be eligible for further consideration. The representative attending the opening of the Expression of Interest on behalf of the firm should bring with him a letter of authority from the firm and proof of identification.
 - 1) The Bidders fulfilling technical specifications as given Annexure II & Annexure III will be declared technically fit.
 - 2) **Evaluation of bids:** On the basis of rates quoted by different bidders the committee will finalize rates for each segment of commercial bid & the same will be offered to all interested technically fit bidders.
 - 3) On the basis of acceptance given by bidders they will be empanelled for the said service.



- 4) In case of acceptance of more than three bidders, the firms will be asked to re-quote on the spot & on the basis of lowest quoted rates, the bidders would be offered to come for empanelment. In case of more than three bidders on the basis of above criteria also, the decision would be taken by giving weightage to following criteria in the same order of preference as they are mentioned
- Experience (Number of years since incorporation of the firm)
 - Average turnover in last three financial years. (Applicable financial years as per Annexure-III).

8. Contract Period: The contract period will commence from the date of agreement. The contract will be for a period of 24 (Twenty four) months which may be further extendable up to two year, if the performance/service is found satisfactory.

9. Right of Acceptance: The Institute reserves the right to accept or reject any Expression of Interest including of those firms who fail to comply with the instructions without assigning any reason whatsoever, and does not bind itself to accept the lowest or any specific Expression of Interest. The decision of the Institute in this regard shall be final and binding.

10. Communication of Acceptance: Successful parties will be informed of the acceptance of their offer.

11. Penalty: In case of breach of any conditions of the contract as losses caused including excess cost due to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, the Institute shall make deductions at double the rate of hiring rate on prorata from the pending / upcoming bills of the contractor. In other cases following will be the criteria for imposing penalty:

Sl. No.	Reasons of Penalty	Amount
1.	Not reporting at all for duty	₹ 1000/-
2.	For late reporting per occasion	₹ 100/- per hr. Or part thereof
3.	Unclean or non-road worthiness vehicle deployed	₹ 200/- per incident
4.	Misbehavior of driver / non following instruction of the Institute	₹ 200/- per day or part thereof
5.	Any lapse notice during operation of contract other than listed in clause of penalties	₹ 200/- per incident

Note: - In case incidence repeated again, the rates of penalty will be double of the original.

12. Breach of Terms and Conditions: In case of breach of any of the terms and conditions mentioned above, the Registrar will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Institute in that event and the security deposit will be forfeited.

13. Sub-letting of Work: The firm shall not assign or sublet the work or any part of it to any other person or party.



14. Terms of payment:

14.1 No payment shall be made in advance.

14.2 All payments shall be made by the cheque/NEFT only.

14.3 Institute shall be at liberty to withhold any of the payment in full or in part, subject to recovery of penalties mentioned in preceding Para.

14.4 In case higher model taxi provided in place of called taxi then the Institute will pay for vehicle called and not for vehicle provided.

14.5 The terms "payment" mentioned in this paragraph includes all types of payments due to the contractor arising on account of this contract excluding Security Deposit governed by the separate clauses of the contract.

EOI conference is scheduled to be held on 04.11.2016 at 02:30 pm. All interested firms are required to attend conference as next round of EOI will be held only with those firms which make presence in first EOI conference.



Annexure - II

PARAMETER AND TECHNICAL SPECIFICATIONS

Sub: Notice Inviting Expression of Interest For "Empanelment of taxi service Provider"

ELIGIBILITY CRITERIA/ PARAMETERS AND TECHNICAL SPECIFICATIONS FOR HIRING OF TAXIS

1. The Agency/Firm etc. should be serving/ have served at least one Govt. organization /PSU/ Public Limited Company/Private limited company/ Educational Institute for three years (any time after 2011 onwards) and should own at least 03 Taxis and the list of Taxis along with photocopies of registration certificates and experience certificate should be attached with the technical bid.
2. Taxis to be provided by the Contractor should not be more than three years old and in perfectly sound running condition i.e. suitable for use by the Institute Guests/ Officers.
3. Only such Agency / Firm may apply whose **Taxis** have been duly authorized by the concerned RTO (i.e. the vehicles should be registered as taxis) for use as public transport and who have telephone and mobile connections available at their Premises/Garage/Stand Office/in-person from where such taxis are to be operated and can be requisitioned by the Institute.
4. The firm should abide by all labour laws as applicable from time to time.
5. (i) The firm should ensure that the drivers employed hold valid driving license, are in uniform, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as with the security instructions.

(ii) The firm should ensure that none of the driver has any criminal/ legal case pending against him in any police station or court of law.

(iii) Each driver employed by the firm must have a cell-phone duly activated.

(iv) No mileage will be allowed for lunch/tea etc. to the driver. The drivers are not allowed to take hired vehicles for their personal lunch and / or tea during duty hours.

(v) The service provider and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit (i.e. with no known fault) and sufficient fuel when on duty.

(vi) Each driver should preferably be able to understand English, as the Institute receives a lot of foreign guests.

(vii) The time and distance in respect of hired taxis will commence and terminate from/to the Institute Guest House at its Dumna Road campus Jabalpur. **The interested party should adhere to this rule. (For full day and half day service).**



(viii) While the Institute has a periodical requirement for hiring taxis, it shall have the right not to utilize the service at all at any time for any period without giving any notice /assigning any reason. The Institute reserves the right to hire taxis from any other provider of such services even during the period of the contract.

(ix) Revision of rates will not be entertained during the period of contract except if the price of fuel goes up by more than 15% and remain stable for two months then the rates will be treated as revised at a pre negotiated price (not more than 10% for every block of 15%) at the time of contract. However, if the fuel prices come-down by 15% and are stable for more than two months the Institute will pay less after two months by the same percentage. Rate of fuel as on date of start of work will be taken as base price.

6. (i) "Full Day" would imply a run of the Taxi up to 80 kilometer and/or 10 hours duration.
(ii) "Half Day" would imply a run of the Taxi up to 40 kilometer and/or 5 hours duration.
7. Rates once finalized will be valid for the period of contract.
8. It is the responsibility of the service provider to have all necessary clearances and certificates required to carry out the services of public transportation.
9. All legal disputes shall be subject to the Jurisdiction of Jabalpur.
10. The average turnover of the bidder should be Rs. 6.00 lakhs or above for a period of last three financial years.
11. Contractor should have at least three years' experience in related area after 2011 onwards.



ANNEXURE-III

EXPRESSION OF INTEREST FOR EMPANELMENT OF TAXI SERVICE PROVIDER

TECHNICAL BID

1. Name of the firms: _____
2. Complete Mailing Address (with Tel & Mob No.) _____
4. Telephone No.: _____
5. Email ID: _____
6. Nature of the concern _____
(Sole proprietor or Partnership firm or a Company or a Government. Department or a Public Sector Organization) (Attach proof).
7. Registration Number of Firm _____
(attested photocopy of registration should be attached)
8. (i) PAN Number of Expression of Interested/Concern : _____
(attested copy should be attached)

(ii) Service Tax Registration No. _____
(attested copy should be attached)
9. Earnest money / demand draft No _____ dated _____ from Bank
Name _____ Amounting to Rs _____ as earnest money deposit.
10. Average Annual turnover of firm (FY: 2015-16, 2014-15 & 2013-14) _____
(attach audited statement).
11. Income Tax Return last three financial years 2015-16, 2014-15 & 2013-14 (attach certified copy)
12. Whether each page of Expression of Interest and Annexures have been signed and stamped.
Yes/ No.
13. Experience Certificate.
14. Registration Nos. of Taxis together with make, year of purchase and kms run along with photocopies of registration book & valid insurance should be attached in a separate sheet.
15. Any other information important in the opinion of the Bidder.



UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Institute and shall abide by them.
2. I/We also undertake that I/we have understood "Parameters and Technical Specifications" mentioned in Annexure-II of the Expression of Interest and will undertake the same accordingly.
3. I/We further undertake that the information given in this Expression of Interest is true and correct in all respect and we hold the responsibility for the same.

Dated: _____
At: _____

**(Dated Signature of bidder with stamps
of the firm)**

Dated : _____

(Dated Signature of bidder
With stamps of the firm)



Annexure-IV

PROFORMA FOR COMMERCIAL BID – DAILY CHARGES IN RUPEES

S. No	Description	Indica / Santro /Vista		Indigo / Varieto / Esteem /	Innova / Scorpio / Tavera / Safari
		AC	Non- AC	AC	AC
1.	Up to 80 kms and 10 hours				
2.	Up to 40 kms and 5 hours (half day)				
3.	Extra charges per kilometer in excess of 80 kms/ 40 kms				
4.	Extra charges per hour in excess of 10 hours/ 5 hrs				

Date:

Signature with seal

Place:

Evaluation of bids:

- 1) On the basis of rates quoted by different bidders the committee will finalize rates for each segment of commercial bid & the same will be offered to all interested technically fit bidders.
- 2) On the basis of acceptance given by bidders they will be empanelled for the said service.
- 3) In case of acceptance of more than three bidders, the firms will be asked to re-quote on the spot & on the basis of lowest quoted rates, the bidders would be offered to come for empanelment. In case of more than three bidders on the basis of above criteria also, the decision would be taken by giving weightage to following criteria in the same order of preference as they are mentioned
 - (i) Experience (Number of years since incorporation of the firm)
 - (ii) Average turnover in last three financial years. (Applicable financial years as per Annexure-III).



Annexure - V

S. N.	Description	Indica / Santro / Vista		Indigo / Varieto / Esteem /	Etios/ Swift/ Baleno	Innova / Scorpio / Tavera / Safari
		AC	Non-AC	AC	AC	AC
1.	Airport pickup/drop (one way) from Institute					
2.	Airport pickup/drop (two way) from Institute					
3.	Jabalpur Railway Station pickup/drop (one way) from Institute					
4.	Jabalpur Railway Station pickup/drop (two way) from/to Institute					
5.	Nagpur (Pick-up & drop) from Institute					
6.	Bhopal (Pick-up & drop) from Institute					
7.	Out of Station (Per KM rates + per day charges)					
8.	In case of Change in fuel prices by more than $\pm 15\%$ (Percentage Change in rate be shown) (For every block of 15% the same rate would remain applicable)					

Date:

Signature with seal

Place:

