

Date of Issue .....  
 Cost Rs. 200/- (Rs. Two Hundred Only)  
 Deposited vide cash Receipt No. ....  
 Dated: .....

Last date and time for sale of tender from:  
 16/11/09 up to 12:00 noon.  
 Last Date and time for submission of Tenders:  
 16/11/09 up to 12:00 noon.  
 Date, Time and Venue for opening of  
 Technical Bid tenders: 16/11/09 at 2:00 PM  
 In the Conference Hall, Second floor, NIOS,  
 A-24,25, Sector-62 NOIDA (U.P.)



## **National Institute of Open Schooling (NIOS)**

(An Autonomous Organization under Ministry of Human Resource Development,  
 Department of Education, Govt. of India)  
**A-24/25, Sector-62, NOIDA (U.P.)**

**Subject: - Invitation of tenders from experienced & reputed Taxi Service Operators/ Agencies.**

Sealed tenders are invited from the reputed and experienced agencies on the enclosed prescribed tender Performa in separate sealed envelop superscripted as Technical Bid/Financial Bid along with requisite EMD of Rs.5000/- (Rupee Five Thousand only) and put together in a big envelopes super scribed as "Tender for Providing Commercial Taxi Service" addressed to:

The Secretary,  
 National Institute of Open Schooling (NIOS)  
 A-24/25, Sector-62, NOIDA (U.P.)

The Tender be dropped in the sealed tender box kept for the purpose near Security office at the main entrance in NIOS office at A-24/25, Sector-62, NOIDA.

### 1) General :-

NIOS is an autonomous organization under Ministry of Human Resource Development(HRD), Government of India. It is a premier institution for the dissemination and promotion of mass literacy and education to all upto Senior Secondary School stage.. The annual student enrollment of national institute of open Schooling is between three to four lakh students. The study material for the student is printed centrally at NIOS headquarters and is distributed to students through their study centres in India and abroad. NIOS conducts two full fledged examination in a year besides this NIOS also conducts On Demand Examination(ODE) at Secondary and Senior Secondary level and provide complete flexibility to the learners to pursue learning at their own pace. This make the system of examinations independent of the time frame and also help the learners to take up examinations as per their wish and preparation.

### 2) Scope of Work:-

- 1) Only registered and confide Taxi Service Operators/Agencies/Firms having experience in the tour and travels business and competent to provide requisite numbers of Taxies/Vehicle at a short notice needs to apply. It will be desirable that the bidder should have minimum fleet strength of at least 5 Taxies/Vehicles.
- 2) Vehicles will be required at the time of actual requirement irrespective of day and night. Area of field duty will be throughout Delhi, New Delhi, NOIDA and all over India. Taxi Service Operators/Agencies/Firms will ensure that taxes, if any, must be paid for the taxies being sent to adjoining areas and out station for NIOS.
- 3) NIOS may hire one or more taxies on day to day basis as per requirement. There is no commitment from the NIOS regarding the number of Vehicles to be hired on minimum Kms. to be run in case it is hired on daily basis.

### 3) Efficiency Criteria:-

1. Taxi Service Operators/Agencies with three years experience preferably providing the service to Govt./Semi Govt./PSU and Autonomous Bodies may submit in the prescribed tender Performa with in stipulated time.
2. Taxies should be in excellent running conditions with immaculate, seat covers and bearing commercial number. The firm will have to provide registration numbers of vehicles and models as per requirement of NIOS.
3. The Taxis/vehicles offered for hiring should have necessary valid registration certificate insurance pollution control etc. The Drivers of the vehicles must follow traffic rules and other regulations prescribed by the government from time to time.
4. The taxis should be in good condition particularly in respect of engine, body, type, paint and upholstery and should not be more than three year old.

5. The vehicle should report to the place of requirement/NIOS Office and the reading of meter will be effected from the place of reporting/NIOS office. In case the place of reporting and reliving falls at out of municipal area, the reading of meter will be effected from garage to garage. No died mileage would be payable from the contractor premises to NIOS office and vice-versa.
6. The antecedents of drivers to be deployed should be properly verified and their details will have to be provided to this office. In case of change of driver prior permission will be required to be taken.
7. Taxis and Drivers should not be changed frequently. Any change should be with the concurrence of the NIOS.
8. The driver of the taxi should be fully conversant with the routes of New Delhi/Delhi/Noida/Gurgaon.
9. The driver should have a valid driving license for both plain and hilly areas and should wear proper uniform/dress. While on duty, the driver is bound to obey the orders of the officers of the NIIOS. The Driver is expected to be polite and courteous in his behavior.
10. NIOS will not be responsible for any challan, loss, damage or accident to the vehicle or to any other third party claim on account of such loss or damage or any legal expenses connected herewith. The same will be borne by the Transporter. The vehicle should also be fully insured including passenger. The firm should have latest R.T.O. clearance certificate, valid comprehensive insurance policy including passengers valid registration pollution control etc.
11. The taxi Service Operator/Agency shall be fully responsible for any theft, burglary or any other mischievous deed done by its drivers. The recovery will be made from the Taxi Service Operator/Agency for any theft, burglary or any other loss arises out of mischievous deed done by its workers.
12. The Taxi Service Operators/Agencies/Firms must have a 24 hours working telephone system so that the agency may be telephonically contacted at short notice, odd hours and on holidays in case of requirement of vehicle. It would be essential for the drivers to have mobile phone, so that they could be contacted for duty.
13. The Taxi Service Operators/Agencies/Firms must have service tax clearance and other government certificate etc., as per Rules.
14. A certificate may be produced by the Taxi Service Operators/Agencies/Firms from the competent authority to certify proper status/functioning of the "Kilometer meter".

15. The Driver of the Taxi provided by the Taxi Service Operators/Agencies/Firms shall be bound to carry out the instruction of the NIOS as well as of the officers using the vehicle.

16. A daily record indicating Time and mileage for each vehicle in the prescribed format/Log Book shall be maintained.

**4) Earnest Money:-**

- i) Earnest money for Rs. 5,000/- in the form of Bank Draft in favour of Secretary, NIOS to be enclosed with the tender application, failing which the tender will be summarily rejected.
- ii) Earnest money of tenders who have not been selected will be refunded accordingly within one month on receipt of a written request from the tenderer.
- iii) No interest on the Earnest money/Security Deposit will be payable.

**5) Security Deposit:-**

1. The successful tenderer will have to deposit a Bank Guarantee equivalent to Rs.35,000/- for a period of 18 months before the award of work towards Security Deposit in favour of the Secretary, NIOS for faithful performance of the contract. No interest will be paid on EMD/Performance Security.

**6) Penalty:-**

- (i) A penalty as decided by NIOS may be levied if vehicle fails to meet above terms and conditions on any day. In case vehicles do not report in time, a penalty of Rs.500/- per day, per vehicle will be levied on the Taxi Service Operators/Agencies/Firms.
- (ii) The Firm has to provide the vehicle immediately with in one hour at the required place and time. In case he fails to provide services at all or fail to provide vehicle during break-down. Pending @ Rs. 1000/ per day. Per vehicle will be levied.
- (iii) Taxi Service Operators/Agencies/Firms should be in a position to provide standby Taxies within an hour of any breakdown, reported telephonically to them. In case of break-down of a vehicle supplied, the taxi charges from the point of breakdown shall be borne by the Taxi Service Operators/Agencies/Firms to complete the trip.
- (iv) In case suitable replacement/standby taxi/vehicle on any breakdown of taxi supplied does not report on time/does not report at all, the NIOS would have a right to hire a vehicle from the market & the additional cost incurred by the department will be borne by the Taxi Service Operators/Agencies/Firms. A penalty may also be levied on the agency.

- (v) In case suitable replacement/standby taxi/vehicle on any breakdown of taxi supplied does not report on time/does not report at all, the NIOS would have a right to hire a vehicle from the market & the additional cost incurred by the department will be borne by the Taxi Service Operators/Agencies/Firms. A penalty may also be levied on the agency.

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- (vi) In case of abnormal irregularities / serious lapses the matter may be referred to a duly approval committee and de decision of the competent authority of NIOS shall be final and binding on one taxi operators/firms
- (vii) In the event of default of any of the conditions stipulated, the earnest money/security deposit will be forfeited and no interest on EMD/Security deposit will be paid.
- (viii) A decision of the competent authority of NIOS shall be final and binding on the Taxi Service Operators/Agencies/Firms.

#### **7) Payment:-**

The payment will be made on monthly basis on submission of pre-receipted bill duly supported by Duty Slip along with full details of journey duty signed by the officials/Officers of NIOS claimed by the firm in the absence of above NIOS have rights to reduce the KM /Log sheet duly signed by the concerned officers.

#### **8) Tender application must be accompanied by the following :-**

The contractor should submit attested copies of the following documents along with the technical bid:

- i). Certificate of Registration of the company.
- ii). Experience certificate from the organizations/institutions where the tender has rendered services during last three years.
- iii). PAN Card/Tax returns for last two years.
- iv). Service tax registration certificate/returns for last three years
- v). Audited accounts of last three years.

#### **9) Delivering of Tender:-**

1. Taxi Service Operators/Agencies with three years experience preferably providing the service to Govt./Semi Govt./PSU and Autonomous Bodies may submit in the prescribed tender Performa in separate sealed envelope superscripted as Technical

Bid/Financial Bid along with requisite EMD of Rs.5000/- (Rupee Five Thousand only), put together in a big envelopes super scribed as “Tender for Providing Commercial Taxi Service” addressed to Secretary, NIOS. The sealed tender may be dropped in the box specifically kept for this purpose at A-24/25 Sector-62 NIODA (U.P.) up to 12.00 noon on or before 16/11/09. The offer may also be sent by registered post so as to reach the same in NIOS up to 2.00 PM on or before 16/11/09.

2. The Technical bid should be accompanied by a Demand Draft for Rs. 5000/- (Five thousand only) drawn in favor of Secretary, NIOS payable at NIODA towards Earnest Money Deposit. **Cheque/Bank Guarantee will not be accepted.** Those tenders who have down-loaded the form from NIOS web site should deposit a fee of Rs. 200/- (Rupees Two Hundred only) in the form of Band Draft failing which such tender will be summarily be rejected.
3. Incomplete tenders without requisite EMD will be summarily rejected.

#### **10) Opening of tender :-**

1. Technical bid will be opened by the Competent Authority or the Officers designated for on 16/11/09 at 2:00 P.M. in presence of the tenderers/their representatives who are willing to be present. No separate intimation will be send for this purpose. Financial bid of those tenders, who have qualified in the Technical bid, will be opened separately and date of opening will be informed accordingly.
2. The name of the successful bidder will be announced only after scrutiny of all the offers and completing all the required formalities.
3. The Secretary, NIOS, reserves the right to accept or reject any or all the offers after opening of the tenders. No agency has any right for award of Contract on the basis of his tender and rates quoted therein.

#### **11) Arbitration:-**

1. A decision of the Chairman of NIOS shall be final and binding on the Taxi Service Operators/Agencies/Firms.
2. Any dispute between the Taxi Service Operators/Agencies/Firms and his drivers/employees will be resolved by him without involvement of NIOS in any manner without prejudice to the rights of NIOS.
3. If any disputes arises between the parties regarding the terms and conditions and within the relation of the contract and execution thereof, the matter shall be referred to an Arbitrator(s) as may be appointed by the Chairman NIOS for arbitration under the Arbitration & Conciliation Act, 1996. The Contractor shall not question the decision of

the arbitrator(s) on the ground that the Arbitrator(s) is/ are Government Servant(s). The decision/award of the Arbitrator(s) shall be final and binding on both the parties.

## 12) Jurisdiction of Courts:-

1. A details of legal submit Criminal case pending against its proprietor Firm has to be submitted with Tender Form.
2. The firm will also be required to submit an undertaking that no legal suit/criminal case is pending against its proprietor or any of its Directors for any violation in PF Act/ESI Act/Labor Laws, Road Accidents, Traffic Rules etc. or having been earlier convicted on the ground of moral turpitude or for violation of any other law and will provide details in case there on any suit/criminal case pending.
3. The jurisdiction of court will be NCR/Delhi only.

## 13) Prices:-

1. The Contract charges include charges of Driver, repairs and maintenance of vehicle, cost of petrol/diesel, insurance of taxies etc., and any other incidental expenses.
2. Actual Toll Tax, Parking Charges will be paid by Taxi Driver which may be claimed along with the Taxi Bills.
3. No request for escalation in rates would be entertained for whatsoever reasons, during the currency of the contract however in the event of appreciable revision in the quoted rates may be considered by the competent authority of NIOS.
4. The Taxi Service Operators/Agencies/Firms shall be directly responsible for the wages, which should not be less than minimum wages prescribed by the Government. Provident Fund, Bonus or any other benefits available under the rules be given to its employees. The NIOS shall not entertain any such claim of the persons employed by the agency.

## 14) Agreement:-

Agreement will be executed for one year which may be extendable for another one more year if the performance of the agency is found to be outstanding/excellent. The agreement shall be executed on a stamp paper of Rs.100/- incorporating all the **tender** covenants.

## 15) Terms and Condition of Contract:-

1. **TERMS AND CONDITION OF CONTRACT:** NIOS shall pay the agreed amount to the agency on monthly basis after completion of the month and submission of a certificate by the Concerned Officer “ That the service provided by the Taxi

Operator/Agency has been satisfactory”. In case the services are found unsatisfactory deduction shall be made from the monthly bill. A penalty as decided by NIOS may also be imposed in case of any defect in services of the Taxi Operator/Agency. In case no further improvement is noticed the Contract Agreement shall be terminated and security deposit shall be forfeited. The agency shall be debarred from the NIOS for future works. A penalty as decided by NIOS may also be imposed in case of any default in service.

- 2. NOTICE OF TERMINATION OF CONTRACT: The contract can be terminated by NIOS without assigning any reason by giving one month notice in writing.
- 3. All requirements under various statutory levies including contract labor Act, Transport, Insurance, Income Tax and Service Tax etc. must be complied by the Taxi Service operator/Transporter. Any default will be liability of the firm shall be liable to reimburse any amount paid by the NIOS by way of such a default, interest and penalties. The firm shall be responsible to pay all tax dues/amount directly as decided by court of law or under one rules etc. NIOS has no concern about such payments.
- 4. The firm will also be required to submit an undertaking that no legal suit/criminal case is pending against its proprietor or any of its Directors for any violation in PF Act/ESI Act/Labor Laws, Road Accidents, Traffic Rules etc. or having been earlier convicted on the ground of moral turpitude or for violation of any other law and will provide details in case there no any suit/criminal case pending.
- 5. TDS and other taxes applicable will be deducted from each bill.

Dated: .....

Signature  
 Name of Tenderer  
 Seal .....  
 Address .....  
 .....  
 Telephone No./Mobile No. ....



**National Institute of Open Schooling**  
(An Autonomous Organisation under MHRD, Government of India)  
(A-24/25, Sector-62, NOIDA)

**Tender Form for Technical Bid for Hiring Commercial Taxi Services**

(To be submitted by the tenderer with covering letter head. All Columns should be filled and documents should be enclosed in support of information. Detailed information, if an, maybe provided in letter head separately)

S. No.	Particulars to be given with Documentary proof	Status (to be filled by the Tenderer)
1	Year of incorporation of the company (Attested copy of certificate of Registration should be enclosed)	
2	Vehicles must have necessary permit for driving the vehicles all over India. (Photocopies must be attached) (At least Five)	
3	Driver of the vehicle having valid driving license to drive throughout India for both plain and hilly areas. (Photocopy at least five must be attached)	
4	Length of experience in years.	
5	Details of experience of having provided commercial Taxi Services in Govt./Semi Govt./Reputed organization (Copy of the certificate and list with names, designation & telephone numbers of the authority to be enclosed)	
6	Number and details of Taxis and other vehicles available with the Operator/Agency. (The taxis provided by the Operator/Agency should not old more than three years)	
7	Number of drivers working with the Taxi Operator/Agency.	
8	Whether the Taxi Operator/Agency is possessing Latest RTO Clearance/Valid comprehensive insurance cover	

<b>S. No.</b>	<b>Particulars to be given with Documentary proof</b>	<b>Status (to be filled by the Tenderer)</b>
	policy/Permission from Govt. (Attested copy to be enclosed for 5 vehicles)	
9	Annual Turnover of the company in Rupees (Attested copies enclosed):  (a) 2006-07 (b) 2007-08 (c) 2008-09	
10	Copy of income tax Returns for the last three years should be enclosed.	
11	Copy of service tax Returns for the last three years should be enclosed. PAN No. (Attested copy of PAN card to be enclosed)	
12	Present assignment in Hand: Eligibility: Must have executed three similar works.	

An EMD in the shape of Demand Draft No. .... dated .....  
For Rs. 5000/- only in favor of the Secretary, National Institute of Open Schooling, NOIDA is enclosed.

- We undertake to provide all relevant certificate/proof to NIOS to this effect.
- All the terms and conditions as mentioned in the tender documents are acceptable to me/us.

Signature of the Tenderer/Authorized Signatory  
Name of the Tenderer .....  
Address of the Tenderer .....  
Telephone No./Mobile No. ....

Seal of the firm:



**National Institute of Open Schooling**  
(An Autonomous Organisation under MHRD, Government of India)  
(A-24/25, Sector-62, NOIDA)

## Tender Form for Financial Bid for Hiring Commercial Taxi Services

(To be submitted by the tenderer with covering letter head. All columns should be filled and documents enclosed. Detailed information, if any, may be provided in letter head separately)

Letter No. \_\_\_\_\_

Dated \_\_\_\_\_

The Secretary  
National Institute of Open Schooling  
A-24/25, Sector -62  
NOIDA

Sir,

With reference to your tender enquiry No.....dated....., I/we have gone through the terms and conditions as enumerated in the Tender Document Hiring Commercial Taxi Services and undertake that I/we agree to abide by the terms and conditions contained there. I/we quote lowest rates towards supply of DLY Taxi/vehicle as under:

**A. Local Journey:-** (The Journey performed in Noida, Greater Noida, Gungaon, Faridabad, Ballabhgarh, will be treated as local journey)

Duty (Local Basis)	Indica		Esteem/Indigo		Innova		Tavera	
	Non AC	AC	Non -AC	AC	Non -AC	AC	Non -AC	AC
40 Kms 4 Hrs								
80 Kms 8 Hrs.								
Extra P/Km								
Extra P/Hr.								
Night Charges								

**B. Outstation Journey:-**

Duty (Local Basis)	Indica		Esteem/Indigo		Innova		Tavera	
	Non AC	AC	Non -AC	AC	Non -AC	AC	Non -AC	AC
40 Kms 4 Hrs								
80 Kms 8 Hrs.								
Extra P/Km								
Extra P/Hr.								
Night Charges								

**Note:-** Minimum Kms. Of any for outstation Journey.....

**C. Monthly Basis:-**

Particulars		2000Kms. 200hrs	2500 Kms 250km	Rates for Extra Kms	Overtime allowance for per Hrs. Extra	Outstation Rates per Km	Night charges if any
Indica	Non-AC						
	AC						
Esteem/ Indigo	Non-AC						
	AC						
Innova	Non-AC						
	AC						
Tavera	Non-AC						
	AC						

Signature of the Tenderer/Authorized Signatory  
Name of the Tenderer .....  
Address of the Tenderer .....  
Telephone No./Mobile No. ....  
Seal of the firm:.....