

**TENDER DOCUMENT**

**FOR**

**HIRING TAXI SERVICES**

**TECHNICAL BID**

**PART - I**

**APRIL-2011**

**PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY,  
POST BAG NO.1, KAPURTHALA  
PUNJAB**

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# PUNJAB TECHNICAL UNIVERSITY

## NOTICE INVITING TENDER FOR HIRING OF TAXIS

1. Sealed Tenders are invited from reputed and established Contractor for supply of Air conditioned and Non Air Conditioned Diesel driven/Petrol driven and on daily/monthly requirement basis for a period of one year or as specified in the letter communicating acceptance of tender/Award of work.

2. The total annual estimated cost of hiring will be about Rs. 10,00,000/- (Ten Lacs). This is only estimation. The actual amount shall depend upon actual use of hired vehicles on requirement basis.

3. The method of submission of tender, amounts of Earnest Money/Security Deposit and General Terms and Conditions applicable to contract has been mentioned in **General Terms and Conditions**. The work is to be performed strictly as per parameters/technical specifications given in Tender document. The terms and conditions specific to the contract have been mentioned in **Special Terms and Conditions**. The proforma for submission of tender has been given in **Technical Information** (for Technical Bid) and **Financial Bid** (for Financial Bid) to this Notice Inviting Tender.

#### 4. Schedule of Tender

**Last Date & Time of Receipt of Tender** : **25-04-2011 upto 12:00 pm**

#### **Date & time of opening the Bids**

**Technical Bid** : **25-04-2011 at 12.30 PM**

**Financial Bid** : **25-04-2011 at 02:30 PM**

**Tender Venue** : **Office of the Dy. Registrar (Gen. Admn.)**

5. Amount of Earnest Money to be Deposited as per **Clause 3 of General Terms and Condition** (Rs. 20,000/- (Rupees Twenty Thousand Only) in the shape of Demand draft.)

6. The Tender document along with terms and conditions can be had from Punjab Technical University on payment of Rs.1000/- (One Thousand only) in form of Cash/Demand Draft issued in favour of **Registrar, PTU Jalandhar** on any working day. The tender document can also be downloaded from the PTU website (**www.ptu.ac.in**). The tenderers who down load the tender document from the website should furnish a non refundable demand draft for Rs.1,000/- (One Thousand only) issued in favour of **Registrar, PTU payable at Jalandhar** towards the cost of the tender document.

7. The tenders complete in all respect must be reach in this office before date and time indicated in the schedule of tender in para 4 above. The tenders received after the scheduled date and time will be rejected outright. The tenders may be sent by registered post/or submitted in the dispatch/Reception of Punjab Technical University, Campus, Jalandhar-Kapurthala Road, so as to reach before 25/04/2011 upto 12:30 pm. The University will not be responsible for any postal delay. Only one tender should be kept in one cover.

8. PTU reserves the right to constitute a panel of bidders at L-1 rates through counter offer.

9. Completed tender documents in two packets viz. Packet-I and Packet-II shall be sealed separately in envelopes super-scribing as Packet-I (Technical Bid) and Packet-II (Financial Bid) along with the name of the work. These two sealed envelopes and the envelop (super-scribing “Earnest Money and cost of tender documents for the work” containing the Earnest Money and cost of tender documents) in the form as prescribed in the tender documents shall further be sealed in a larger envelope super-scribing the name of the work as stated above (alongwith date and time of opening of tenders) and should be deposited in the tender box at the following address:

**THE REGISTRAR,  
PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY  
PUNJAB**

before **12.00** hours. Tenders (Technical Bids only) shall be opened at **12:30** hours on the same day in the presence of the tenderers or their authorised representatives intending to attend the opening. After evaluation of the technical bids, the financial bids of only those agencies who fulfill the eligibility criteria specified in the tender documents shall also be opened on the same day at **14.30** hours. The decision of PTU regarding evaluation/fulfillment of eligibility criteria shall be final and binding. Any tender received later than the time and date of opening of Technical bids shall be rejected and returned to the tenderer unopened.

10. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.

11. Any tender received without Earnest Money & the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.

12. PTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.

13. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of PTU in this regard shall be final and binding.

14. The validity of the offer shall be 90 days after the date of opening of the tender. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and/or rates after submission of tender which are not acceptable to PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then PTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited by the bidder. In case of forfeiture of EMD, the tenderer shall be debarred from bidding in case of re-invitation of the tenders.

15. The transfer of tender documents purchased by one intending tenderer to another tenderer is not admissible. Tenderer can submit tenders only on the documents purchased/downloaded from PTU’s website.

**Registrar  
Punjab Technical University**

# PUNJAB TECHNICAL UNIVERSITY

## TENDER FOR HIRING OF TAXIS

### GENERAL TERMS AND CONDITIONS

1. **Parties:-** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and Punjab Technical University
2. **Addresses:-** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Punjab Technical University. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**
  - 3.1 Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of demand draft of any bank must be deposited by bidders along with their duly filled up tenders documents. The demand draft shall be in favour of **Registrar, Punjab Technical University**.
  - 3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
  - 3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee/demand draft will be forfeited.
  - 3.4 The tenders without Earnest Money will be summarily rejected.
4. **Preparation and Submission of Tender:**

The tender should be submitted in three parts namely Technical Bid (in form given in **Technical Information**). Earnest Money, Financial Bid (in form given in **Financial Bid**) and each should be kept in a separate sealed cover. All the covers should be kept in another sealed cover addressed to the undersigned. The outer cover envelope containing sealed cover should bear the address of Tenderer. The inner three covers should be super scribed with subject of Tender, whether the cover is containing "Technical Bid" or "Financial Bid" or Earnest Money. The outer cover should be super scribed with the words "Tender for Hiring of Taxis".
5. **Signing of Tender:**

Individual signing the tender 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 contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the Partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

**N.B.**

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his/his firm’s stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.**

**6. Technical Bid:**

- 6.1** The Technical bid should be submitted in form given in **Technical Information** Demand Draft of Rs 20,000/- (Twenty thousand) along with Copy of PAN Number issued in favour of the firm and any other information sought for in the last section of the **Technical Information**.

**7. Financial Bid:**

- 7.1** The Financial Bid should be submitted in the form given in **Financial Bid** in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically competent, will be opened on a specified date and time to be intimated to the respective tenderer.
- 7.2** Rate to be quoted separately for Air conditioned and non-Air conditioned taxis on daily basis and monthly basis and for each kind of fuel i.e. diesel, petrol taxis separately.

- 7.3 The rate to be quoted for taxis on Daily and monthly basis. The rates quoted shall be inclusive of all taxes, rates etc.
- 7.4 Nothing extra will be paid towards taxes, if tax rates are increased during the currency of contract.
- 7.5 Terms of payment as stated in the Tender Documents shall be final.

**8. Validity of the Bids:**

The bids shall be valid for a period of 365 days from the date of first supply order of the tenders.

**9. Opening of Tender:**

The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

**10. Criterion for Evaluation of Tender:**

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in **Technical Bid** and then on the basis of commercial information furnished in form given in **Financial Bid**. The Financial bid of such firms found valid based on technical parameters (as per **Technical Information and Undertaking**) will be opened on the date, time and venue to be announced after opening of the Technical Bid. L-1 bidders will be decided separately for all the categories i.e. vehicle on daily and monthly requirement basis. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of this Tender.

**11. Right of Acceptance:**

**11.1** The Registrar, Punjab Technical University reserves all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Registrar, Punjab Technical University in this regard shall be final and binding.

**11.2** Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

**12. Communication of Acceptance:**

Successful Tenderer will be informed of the acceptance of his tender.

**13. Security Deposit:**

**13.1** The earnest money deposited by successful tenderer will be converted to bank guarantee of Rs 20,000/- (Rupees Twenty Thousand only)

**13.2** The Bank Guarantee can be forfeited by order of the Registrar, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee/ demand draft as may be considered by the Registrar, Punjab Technical University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

**14. Penalty:**

(a) In case of breach of any conditions of the contract and for all type of 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 in time, The Registrar, Punjab Technical University shall make deductions at double the rate of Hiring rate on prorata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Punjab Technical University.

(b) The powers of the Registrar, PTU under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 14 above.

**15. Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit in the form of Bank Guarantee/Demand Draft shall be encashed.

**16. Subletting of Work:**

The firm shall not assign or sublet the work or any part of it to any other person or party.

**17. The tender is non transferable.**

**18. Terms of payment:**

**18.1** No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.



- 18.2** The contractor shall submit the bills at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- 18.3** All payments shall be made by Cheques/RTGS/NEFT
- 18.4** Registrar, PTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 18.5** The term “payment” mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- 18.6** Wherever applicable all payments will be made as per schedule of payments stated in **Special Terms and Conditions**.

**19. Arbitration:**

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for the conditions do not yield any results within a period of 30 days, either of the parties may make a request to other party for submission of the dispute for decision by an arbitral tribunal condition a sole arbitrator to be appointed by university the provision of arbitration and conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

**Registrar**  
**Punjab Technical University**

# **PUNJAB TECHNICAL UNIVERSITY**

## **TENDER FOR HIRING OF TAXIS**

### **SPECIAL TERMS AND CONDITIONS**

1. The taxis will generally be required by the University for carrying confidential material from University Campus to its affiliated colleges and back to university and/or vice versa. The same may also be required for other types of journey such as inspections or order works of related to university etc.
2. PTU will generally make the requisition for the taxis one to three hours before the commencement of the actual journey.
3. “Full Day” would imply a run of the Taxi up to 12 hours duration.
4. Meter reading will start/terminate from PTU premises/Taxi stand (Jalandhar/Kapurthala only)
5. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
6. Driver should be in proper uniform, the driver should be carrying a mobile phone and valid driving license.
7. Taxis to be provided by the Contractor should be in perfectly sound working condition and not more than 4 years old.( Evidence should be attached during the payment of bills)
8. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel/ prices or taxes during the period of contract.
9. The period of contract may be extended on the same finalized terms and conditions for a further period up to 1 year at the discretion of the University.
10. It will be the responsibility of the contractor to replace the supplied vehicle on immediate basis in case of stoppage of journey on account of any reason attributable to the contractor.
11. The contractor will ensure that all the required document shall be available with vehicle/driver during journey.
12. University will not responsible for any damage of taxi during journey.

**Registrar**  
**Punjab Technical University**

# **PUNJAB TECHNICAL UNIVERSITY**

## **TENDER FOR HIRING OF TAXIS**

### **PRE QUALIFICATION CRITERIA**

1. Contractor should have two year experience of supply of taxis in Central Govt./Pb.Govt./Autonomous Body/Semi-Govt./Public Sector/Reputed Organisation.
2. The Contractor should have annual turnover of at least 5 Lacs (Five Lacs) for the last financial year (attach proof).
3. The Contractor should have PAN No. in his or in the name of firm (attach attested photocopy).

**Registrar**  
**Punjab Technical University**

# PUNJAB TECHNICAL UNIVERSITY

## TENDER FOR HIRING OF TAXIS

### TECHNICAL INFORMATION

1. Name of the Tenderer/Concern: \_\_\_\_\_
2. Address (with Tel. & Mob. No.): \_\_\_\_\_
3. Nature of the concern \_\_\_\_\_  
(i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization.)(Attach Proof.)
4. Registration Number of firm \_\_\_\_\_  
(Attested photocopy of registration should be attached)
5. (i) PAN Number of Tender/Concern: \_\_\_\_\_  
(Attested copy should be attached)
6. Earnest money / Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ from bank name \_\_\_\_\_ Amounting to Rs \_\_\_\_\_ as Earnest Money Deposit.
7. Annual turnover of firm \_\_\_\_\_ (Attach Proof.)
8. Whether each page of Tender have been signed and stamped. YES / NO
9. Details of experience (with self attested photocopies of work orders for last 3 years.
10. Details of Civil suits/Litigation, if any, in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the contract employer, nature of work, contract value, work order and brief details litigations.
11. Any other information important in the opinion of the tenderer.

**Dated : .....**  
**Place : .....**

**(Signature of Tenderer**  
**With stamps of the firm)**

### 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 PTU and shall abide by them.
2. I/We also undertake that I/we have understood “Parameters and Technical Specifications for conducting the Work” mentioned in **Pre Qualification Criteria** and shall execute the work strictly as per the parameters.
3. I/We further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

**Dated:** .....

**Place :** .....

**(Signature of Tenderer  
With stamps of the firm)**

**TENDER DOCUMENT**

**FOR**

**HIRING TAXI SERVICES**

**FINANCIAL BID**

**PART - II**

**APRIL-2011**

**PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY,  
POST BAG NO.1, KAPURTHALA  
PUNJAB**

# PUNJAB TECHNICAL UNIVERSITY

## TENDER FOR HIRING OF TAXIS

### Financial Bid

Description	Rates in Rs. Inclusive all taxes etc.							
	Scorpio / Inova or equivalent		Tavera/Qualis/Tata Sumo or equivalent		Tata 407 or equivalent		Indica/Indigo or equivalent	
	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC
<b>A. Local Tour (up to 100 KMS)</b>								
(a) Full day (12 hours) running up to 100 K.M. (per day)								
(b) Extra for running beyond 100 K.M. (Per K.M.)								
(c) Extra hours/ Above after 12 hours (Per Hour)								
<b>B. Out Station (200 KM and above) *</b>								
(a) Rate per K.M.								
(b) Night Charges (after 12:00 PM Midnight)								
(c) Next Day Daily (period should be at least 3 hrs. after 24 hrs) from the start of journey.								
<b>C. Monthly Basis</b>								
(a) Monthly rates inclusive of driver salary, Fuel, running, maintenance etc. upto 1600 K.M. (12 hrs daily)								
(b) Rate per km for running of taxi beyond 1600 K.M.								
(c) Detention charge beyond 12 hrs per hour.								
(d) Night Charges								

**\* Note :- Payment for minimum 200 KM per day shall be made. In case, taxi is used for more than one day on continuous basis, running per day shall be taken as average of the total running of the vehicle divided by No. of days, the vehicle is used. In case, boarding/lodging of the driver is arranged by PTU, no night charges shall be paid.**

**(Signature of Tenderer  
With stamps of the firm)**