

**Notice Inviting Tender**  
**(NIPER-R BID DOCUMENT/GTC/ATC)**

**Name of Work: Hiring of vehicle/taxi on as and when required basis for NIPER Raebareli**

**CRITICAL DATES**

<b>Ser No</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Availability of BID Document on CPP Portal	18.07.2023
2.	Last date and time of BID submission	10.08.2023, 3.00 PM
3.	Online Technical BID opening date	10.08.2023 3.30 PM

Ref: - NIPER-R/CPPP/Taxi-Transport Service/2023

Dated: - 18.07.2023

**BACKGROUND:**

**National Institute of Pharmaceutical Education and Research Raebareli**, hereinafter known or called as 'NIPER-R' or the 'Institute' is one of the Institutions of National Importance (INIs) under the aegis of Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India. The Institute imparts quality/world class education in Pharmaceutical Sciences and conducts M S Pharm, a post graduate program and Doctoral level program in different functional areas of Pharmaceutical Sciences.

NIPER-R is presently operating from its temporary campus at Bijnor-Sisendi Road, Sarojini Nagar, Lucknow and a new state-of-the-art permanent campus is coming up at Vinayakpur Village of Raebareli District which is about 45 Kms from Lucknow Airport. The permanent campus will be a blissful mix of modern architecture, culture and heritage of Uttar Pradesh.

**Name of Service: Hiring of vehicle/Taxi Service on as and when required basis for NIPER Raebareli**

Online BIDs are invited from the reputed, experienced and financially sound Tours/Travels firms/agencies/companies/Proprietorships, who have at least 3 years of experience in providing taxi/vehicle services to Central / state Government Department or Public Sector Undertaking/ Banks/MNC's during the last three consecutive years being located, established and functioning in Lucknow having valid licenses and sanctions and qualified experience in the field of providing passenger vehicles on hire basis to any Govt. Organization, educational institution, Public Sector Undertaking (PSU), or any other reputed private organization, etc. The bid is for providing taxi and transport services on as and when required basis for NIPER-R Transit Campus at and Lucknow and upcoming permanent campus at Vinayakpur Village of Raebareli District through (e-procure) CPP portal. The contract will be initially for a period of one year, which on satisfactory performance of the service provider will be extendable twice on yearly basis on the same rates, terms & conditions with the mutual consent of both the parties.

Tentative Value of contract	₹6.00 Lakh
Security Deposit	3% of Contract Value i.e. ₹18000/-

- Bids should be submitted only through online over CPP Portal. No other means of bid submission will be accepted.
- The Bidder must read the terms and conditions of **Annexure-II** carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- The Bidder must have an annual turnover of Rs 2.50 Lac or more per year in all the past 03 years from the Taxi business.
- The bidder should have work experience of similar nature of work for the work performed of Rs. 2 lakh or above in a single or more contracts in each year during last three years. The bidder should also be required to submit 03 years' experience certificates duly issued by Central / state Government Department or Public Sector Undertaking/ Banks/MNC's.
- The bid document consisting of Technical requirements, specifications and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from NIPER Raebareli website <http://niperraebareli.edu.in/> or <https://CPPP.gov.in/>. But the bid can only be submitted online on CPP portal after uploading the mandatory scanned documents as specified.
- The bidder have to upload the scanned copy of completely filled Technical Bid (**Annexure III**) along with all the requisite documents as mentioned in **Annexure-IV** of the bid document.
- Bidder is to quote price bid in INR with figure of each item where required in INR.
- The technical bid shall be opened online first and further proceedings will be completed subsequently.
- NIPER-R will not enter into any negotiations even with the Lowest Bidder.
- Bidders are requested to note that they should necessarily submit their **Price bids** in the BoQ format and no other format is acceptable.
- Director, NIPER Raebareli reserves the rights to accept any bid or reject any or all bids without assigning any reason whatsoever.

**TERMS & CONDITIONS**

**Name of Work:**

Hiring of vehicle/taxi on as and required basis for NIPER Raebareli

**1. Details of requirements.**

NIPER Raebareli desires of hiring Taxis of different make/models from time to time on as and when required basis under the broad categories as defined in BoQ format (Sedan, Prime Sedan, SUV, Mini SUV) this document and type of vehicles as mentioned therein.

**2. Types of Vehicle Categories/Type under which Taxis/Vehicles may be required.**

As per the BoQ specified vehicles with the applicability of the night charges (10PM to 6AM) for local and outstation run as Rs 250/- and Rs 300/- respectively and the other T&C cited therein.

**2.2 Essential requirement to be fulfilled for Taxis/Transport to be provided by the Bidder.**

The Taxis to be provided by the bidder should have the following essential features:

- Should not be more than 4 year old model for all categories of vehicle deployed.
- Should have valid registration number and statutory license for operation.
- Should be registered for commercial usage purpose.

**2.3 Period of contract.**

Contract shall be awarded initially for a period of one year which may be extended twice, on yearly basis or as per the discretion of the Director, NIPER Raebareli subject to satisfactory services of the contractor and mutual consent of both the parties, on the same terms & conditions subject to satisfactory performance during the contract period. The rates at which the contract is awarded will be valid throughout the contract period.

**3. Minimum Eligibility Criteria.**

The bidder to be eligible for technical qualification must satisfy the following conditions/qualification criteria. It is reiterated that any bid not fulfilling any of the essential requirements/ minimum eligibility criteria mentioned in this bid document would be treated as "Technically Disqualified" and rejected. No relaxation would be given to any bidder on any of these conditions. Important conditions/essential requirements for technical qualification are enumerated herein.

**4. Any Bidder not fulfilling conditions/requirements would be 'Technically Disqualified' over the CPP portal**

- I. The bidder should have work experience of similar nature of work for the work performed of value ₹ 2 lakh or above in a single or multiple contracts in each year during last three years. The bidder should also be required to submit 03 years' experience certificates duly issued by Central / state Government Department or Public Sector Undertaking/ Banks/MNC's. Proof to be uploaded with the technical bid.
- II. Bidders should hold valid PAN/TAN number, GST Registration as applicable. Proof to be uploaded with the technical bid.

- III. Bidders should have a minimum 04 Nos. of Taxis/vehicles, and equal number of drivers to be deployed along with such Taxis. He would be required to submit a copy of R.Cs. and commercial registration certificates of such vehicles owned by him/legally possessed/tie up/tie up by him and /or any such other documents, which should prima facie show/establish that he own/have legal possession/tie up of such minimum 04 number of Taxis/vehicles and that too should be registered for commercial usage purpose (i.e. with yellow registration plates). Proof to be uploaded with the technical bid.
- IV. He should have a minimum annual turnover of ₹ 2.5 lakhs (Rupees Two Lakh Fifty Thousand) per year previous three years in the business of Taxi Operations. He should submit copies of relevant account statements/audited accounts/other documents to establish this fact. Proof to be uploaded with the technical bid.
- V. The bidder must be having garage/registered address in Lucknow to operate the taxi business preferably within municipal limits of the city. Proof to be uploaded with the technical bid.
- VI. He should submit a list of major clients (Government and/or MNCs) to whom he is providing / has provided Taxi Services in the last 3 years. (Note- NIPER Raebareli would be free to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquiries about such Taxi providers (except the confidential commercial details like bid rates, etc.). The operator would have no objection to NIPER-R making such enquiries from his existing / past clients. To be uploaded with the technical bid.
- VII. The contractor should not have been 'blacklisted' by any of his existing/past clients of any Government Department/organizations, in the last 5 years for defective/deficient service or any such reason related to Taxi service provided by him. An undertaking to be uploaded with the technical bid.

**4.1** The bids would be evaluated NIPER-R, whose decision would be generally taken as final, unless the aggrieved parties establish any prima facie errors in the findings. The decision of the Director, NIPER Raebareli would be final and binding on all the bidders.

**5. Disqualifications.**

**5.1** Bidders who have been blacklisted or otherwise debarred by NIPERs or Central/State Govt. or any Central/ State PSU /Statutory Corporations for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, Rule, or Administrative Instructions.

**5.2** The Bidders whose contract has been terminated before the expiry of the contract period for breach of any terms and conditions at any point of time during the preceding five years with NIPER/Govt./Semi Govt/PSU.

**5.3** The Bidders whose Earnest Money Deposit and/or Security Deposit of the Bidder has been forfeited or adjusted against any damages/ compensation payable, in the case of any Contract entered into by the Bidder with NIPER or central/state Govt. or any central/ State PSU /Statutory Corporations, during the preceding five years.

**5.4** The Bidder, its proprietor/any of its partners/ Directors/ Members of its Governing body has not been, at any time, convicted by any court for any offence and sentenced to imprisonment for a period of three years or more for an Offence involving moral turpitude.

**6. Scope of Work.**

Hiring of Vehicles on as and when required basis for local/outstation journeys for use of NIPER Raebareli.

**7. Language & validity period of Bid.**

Bids shall be submitted as specified with no alteration/addition/deletion. Bids shall remain valid for acceptance up to 90 days from the date of opening of Bid. However, the Bid validity period can be extended by another 30 days at the sole discretion of NIPER Raebareli which shall be binding on Service Provider. Offers of any Bidder not kept open for the prescribed period shall be summarily rejected.

**8. Documents Comprising the Bid.**

The bid shall comprise of Technical Bid and Price Bid (BoQ) and all its Annexures, and all supporting documents and attachments. The Bids complete in all respect including all attachments, annexures as prescribed in this Bid Document shall be uploaded on CPP Portal.

**9. Submission of Bids.**

- a) The bids shall be submitted online over the CPP portal in two parts, viz. Technical bid (Along with all supporting documents) and Price bid, in specified format as Annexure VII. Bidder must submit their Bids well within the stipulated date & time and no opportunity shall be given to Bidder to alter, modify or withdraw any offer at any stage after submission of the Bids.
- b) A Bidder can submit only one proposal. If a Bidder submits more than one proposal, all such proposals shall be rejected summarily.
- c) The Bidder shall not incorporate any condition in the Bids as conditional Bids. Bids which are not submitted strictly in accordance with the bid document terms shall be rejected.
- d) If any of the attached documents are found to be forged/ fabricated at any stage the security Deposit of the Bidder shall be forfeited without prejudice to the right of NIPER Raebareli to proceed against the Bidder as per terms and conditions of this bid document and to recover damages.
- e) While preparing the Technical and Price Bid, Bidder is expected to provide correct and relevant information. If at any stage it is found that the information supplied by the Bidder is incorrect /forged, NIPER Raebareli reserves the right to initiate appropriate legal proceedings including Termination of the contract & forfeiture of Security deposit.
- f) The Technical Bid shall not include any information sought in the Price Bid. All other bid documents except Price Bid shall be uploaded with the Technical Bid.
- g) Price Bid shall be submitted/uploaded quoting the rates as stipulated in the BoQ Format.
- h) Any attempt by Bidder to change the format of Bidder/any annexures of bid document while uploading or any attempt to tinker with the software of the portal will render his bid document liable for cancellation.
- i) Bid document not accompanied by all the Schedules/Annexures intact
- j) The NIPER Raebareli shall not be liable for any omission, mistake or error on the part of the Bidder in submitting the Bid.

**10. Earnest Money Deposit (EMD)/BID security declaration.**

No EMD is to be submitted along with the Bid as per Ministry of Finance, Department of Expenditure office memorandum no F.9/4/2020-PPD dated 12.11.2020 for the bids issued till 31.12.2021. However, bidders are required to submit a "Bid Security Declaration" accepting that if they withdraw or modify their bids during the bid validity period they will be suspended for the time specified.

**11. Modification and Withdrawal of Offers.**

Bidder shall not modify or withdraw the offer after its submission. In the event of withdrawal/modification of the offer by bidder. The said bidder will be suspended for a period of 03 Months and will not be able to fill any Govt. bids on CPP portal without prejudice to any other legal recourse.

**12. Security Deposit.**

- 12.1 The successful bidder shall have to deposit a total amount of ₹ 18000/- (**Rupees Eighteen Thousand only**) as Security Deposit to the NIPER Raebareli within Fifteen working days from the date of issue of Award letter via RTGS/NEFT in NIPER Raebareli A/C, Branch, IFSC code (To be obtained after award).
- 12.2 If the successful Bidder having been called upon by the NIPER Raebareli to furnish the stipulated Security Deposit fails to do so within the specified period, his right for the contract is liable to cancelled and it shall be lawful for the NIPER Raebareli to cancel the contract at the risk & cost beside suspension of 3 months from filling any of the bids.
- 12.3 If the successful Bidder had previously held any contract and furnished Security Deposit, the same shall not be adjusted against this Bid and a fresh Security Deposit will be required to be furnished.
- 12.4 Security deposit will remain with NIPER Raebareli throughout the period of contract and shall carry no interest.
- 12.5 If the successful Bidder fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the NIPER Raebareli to forfeit either in whole or in part, in its absolute discretion, the Security Deposit furnished by the Bidder or to appropriate the Security Deposit furnished by the Bidder or any part thereof towards the satisfaction of any sum due to be claimed for any damages, losses, charges, expenses or costs etc. that may be suffered or incurred by the institute.
- 12.6 If the Bidder duly performs and completes the contract in all respects and presents "NO DEMAND CERTIFICATE issued by NIPER Raebareli, the institute shall refund the Security Deposit to the Bidder after deducting all costs and other expenses that the institute may have incurred and all dues and other money including all losses and damages which the institute is entitled to recover from the Bidder. The decision of the NIPER Raebareli in respect of damages, losses, charges, costs or expenses shall be final and binding on the Bidder.

**13. Form of Price Bid.**

Price Bid should be in the BoG format given therein. If two bidders quote the lowest same figure then the decision of the Director, NIPER Raebareli will be final and binding on both the parties.

**14. Firmness of rates during the Contract Period**

The rates quoted in the bid/accepted rates would remain firm and final during the complete contract period.

**15. Relevant place and timings for counting of kilometer run and time period.**

**For Start Journeys**

For Taxis called at NIPER Raebareli starting kilometer would be counted from the operator's garage or taxi parking place of the operator mentioned by him in the bid subject to maximum of 10 Kms (both way) whichever is lesser. The start time would be the time when the taxi actually reports before the authorized user of NIPER Raebareli or time of the reporting as indented, whichever is later. The reporting time for pick/drop from place of residence/airport/railway station etc whatsoever would be the time of actual reporting or the indented timing for reporting, whichever is later. This clause may not be applicable for the hiring from permanent campus, the mutual decision as taken by the Director, NIPER Raebareli will be final and binding on both the parties.

**For End Journeys**

For Taxis ending their journey at NIPER Raebareli, the end K m . and time would be as at the time of being relieved by the user of NIPER Raebareli or the residence/actual place of user concerned.

**16. Parameters for deciding the lowest bidders**

For Taxis engaged under any category, payment would be made for the usage in line with the rates quoted in the price of the successful bidder. The lowest and reasonable bid will be

accepted.

**17. Process/Norms for deciding lowest bidder**

- The lowest bidder for the contract derived after evaluating the bids will be on the basis of overall figures considering reasonability of the price corresponding to the market rates. The reasonable lowest applicable rates will be appreciated. The rates should be quoted inclusive of all expenses such as Driver wages (employed by Contractor), Fuel, Maintenance, Repair and Servicing, Other taxes etc **except GST**. Hence, bidders are advised to quote the best reasonable and competitive rates.

**18. Terms and Conditions.**

- 18.1** For journeys within Lucknow and upcoming permanent campus at Vinayakpur Village, toll tax/ Parking etc, if any, for a particular journey, would be borne by NIPER Raebareli subject to production of original receipts/self-attested Fast tag statement/slip by the operator. Such payments would, however, be made in a consolidated form on monthly basis for all the receipts submitted in respect of all vehicles deployed by a particular operator.
- 18.2** The vehicles to be provided shall meet all the prescribed norms under the Motor Vehicles Act & Rules there under and the norms prescribed by the Government for Taxi/Hired Vehicles (Commercial vehicles)
- 18.3** Bids should be filed only in the prescribed format(s) given along with this bid document i.e. Annexure-III (Part-I to III) for Technical Bid and BoQ for the Price Bid. Offers not with the prescribed documents or incomplete offers shall not be entertained and rejected summarily.
- 18.4** Bids received through Telegraphs/Telex/Fax/e-mail/Letter/Post/WhatsApp mode shall not be accepted and shall be ignored/summarily rejected.
- 18.5** Bids submitted after closing date and time, shall not be accepted.
- 18.6** NIPER Raebareli reserves the right to reject any bid/all bids in full or part thereof without any reasons.
- 18.7** The prices should be quoted in the financial bid only.
- 18.8** Offers should not be quoted with any vague or indefinite expressions or bidder should not qualify their bids in any manner not specified in the bid and all such offers would be treated as vague offers and rejected accordingly.
- 18.11** If the date of opening the bid given in this bid document is declared a closed holiday by the Central Government, the bids shall be opened on the next working day at the same time. In such an event, the closing hour of receipt of bid in NIPER Raebareli shall stand extended automatically up to 1500 Hrs. of the next working day.
- 18.12** Normally, Taxis would be required on working days from Monday to Friday. However, certain number of Taxis may also be required on non-working days like Saturdays/Sundays/Holidays, declared by Government from time to time. The operator would be bound to provide any number of Taxis so required, either on working day or in nonworking day.
- 18.13** The driver of the taxi engaged by the operator on as and when required basis must possess a working contact number/phone which would invariably be communicated to the concerned NIPER R official along with vehicle details at the time of assigning the vehicle against the vehicle indent from NIPER R. All charges relating to maintenance and operation of the Taxis including the cost of repairs of vehicles, fuel charges, salary/overtime/any other allowance of drivers, mobile phone charges or any such other cost connected with the running of such Taxis shall be borne by the operator and NIPER Raebareli will pay only the eligible rates as per approved rates.

- 18.14** Any loss or injuries or even death due to any road accidents arising during the course of engagement of such Taxis by NIPER Raebareli shall be handled fully by operators, who shall take all legal actions and be responsible for all the acts of the Drivers deployed by him. NIPER Raebareli will not be responsible for any injury or even loss of life of any of drivers engaged by operators.
- 18.15** NIPER Raebareli will not have any liability arising out of any such accidents whether on account of action of the drivers of the operators or any third party. The operator shall render complete indemnity to NIPER Raebareli as well as its officials and / or user of such Taxis against any liability, criminal or civil, arising on account of hiring of such Taxis by NIPER Raebareli.
- 18.16** The operator should ensure availability of proper and valid insurance and pollution certificate at all times in respect of vehicles as well as insurance coverage to passengers, third party, etc. Copies of such insurance policies should be kept in the respective vehicles with the drivers concerned.
- 18.17** Payments would be made on the monthly basis. Relevant bills complete in all respect, with all documents like duly signed duty slip/logs should be submitted for payments to be made.
- 18.18** If the Initial Contract period of one year has expired and the operator is not willing to continue further, he should intimate in writing his intention at least 2 months in advance. He would be bound to continue with the arrangements in accordance with the terms and conditions of agreement during the next 2 months or till the NIPER Raebareli makes alternative arrangements for entering into fresh contract with other operator(s), whichever is earlier.
- 18.19** If the operator, during the agreement period, on any day fails to provide requisite number of Taxis of any category in accordance with the terms and conditions of the agreement, NIPER Raebareli would be free to engage such Taxis from any other source/Taxi Operator(s) in the market at the risk and cost of the operator. In such cases, the operator would be liable to pay the difference in the amount paid/payable by NIPER Raebareli for engagement of such Taxis from other source and the amount which NIPER Raebareli could have paid to the operator if such Taxis were provided by him in accordance with the rates and terms and conditions of the agreement. In such a situation, NIPER Raebareli can also impose penalties on the operator for his failure to fulfill his contractual obligations under the agreement, especially if such failure happens repeatedly. The quantum of such penalty would be as decided by Registrar, NIPER Raebareli, keeping in view the facts and circumstances of each case and the extent of inconvenience and embarrassment caused to NIPER Raebareli on account of failure of the operator to fulfill his contractual obligations. Of course, quantum of such penalties will not be unreasonable or prohibitive, and the operator would have right to appeal to Director, NIPER Raebareli against any such order. Habitual/repeated failure on the part of operator to fulfill his contractual obligations under the contract can even lead to cancellation of the contract at the risk and cost of the operator, including recovery of losses to NIPER Raebareli on account of such cancellation and hiring of Taxis from other source.
- 18.20** The operator is not allowed to sublet or transfer his obligations under the contract to any other person or entity or taxi operator. He is responsible to fulfill his obligations under the agreement. However, the operator, from time to time, can acquire/hire for himself more Taxis from the market or from other taxi operators / persons / entities (in addition to the fleet of Taxis owned / legally possessed/tie up by him and as indicated in this bid / Price Bid) with a view to fulfill his obligations under the contract with NIPER Raebareli and / or replace old / bad condition taxis, either on his own or at the request of NIPER Raebareli. Similarly, he can, from time to time, hire for himself, more drivers from the market to fulfill his obligations under the contract or change drivers whose work and conduct is unsatisfactory or to take care of resignations / leaving of his existing drivers.
- 18.21** Submission of any wrong information or incorrect / false declaration in this bid / Technical Bid / Price Bid etc. will lead to rejection of the bid of such bidder(s).



- 18.22** If NIPER Raebareli desires to hire for vehicles under some category mentioned in the bid and the bidder fails to provide so, he may send vehicle of higher category however the payment as per the rates of the lower category vehicle, actually indented will be made by the NIPER-R.
- 18.23** The operator is liable to arrange for the alternate vehicle in case of breakdown of vehicle en-route and if contractor is not able to provide the vehicle, the vehicle will be arranged at the market rate whatsoever and the amount will be recovered from the bills of the contractor.
- 18.24** Director, NIPER Raebareli reserves the right to accept or Reject all or any bids without assigning any reason including scrapping of tender. Also the decision of the Director, NIPER-R will be final and binding in all matters arising out of this BID document.

**19. Basic Requirements of Drivers to be deployed for NIPER Raebareli Duty.**

- 19.1** The drivers provided along with such Taxis should fulfill all the statutory requirements of driving such vehicles like holding a valid Driving Licence, etc. and should be in a neat and clean, presentable turnout/uniform.
- 19.2** The driver provided for such taxi should not have been involved in any criminal or motor vehicle accident case in the last 5 years and his credentials should duly checked by the operator before deploying him for NIPER Raebareli duty.
- 19.3** It shall be the duty of the drivers to keep the vehicles neat and clean on daily basis and get the entries in the requisition slip as the case may be, signed from the persons / officials who actually travelled in any such vehicle immediately start and on completion of each journey.
- 19.4** Drivers deployed for duty with NIPER-R should be polite, courteous and well-mannered / behaved and should have the basic etiquettes of dealing with senior officials.
- 19.5** NIPER-R reserves the right to ask the operator to change the drivers whose behavior is found to be not up to the mark or who has indulged in any incidence of misbehavior or non-reporting at the designated point on time or not observing the lawful instructions given by the authorized officials of NIPER-R and the officers using the vehicle.
- 19.6** It would be compulsory for the drivers deployed for duty to have a working mobile phone on which the authorized officials of NIPER Raebareli or officials using the vehicles can talk to him in case of need, especially for calling them from the parking slots / rest rooms of NIPER-R or to know his whereabouts for picking from Airport, Rly Stn. etc. Such drivers have to keep their mobile phone always switch on mode and keep them fully charged. Cost of such mobile phone or running bills will be the responsibility of drivers or operator and NIPER-R will not pay any amount towards this item. All such mobile numbers, and changes in such numbers from time to time, would be duly notified to the authorized official of the NIPER-R.
- 19.7** The drivers so deployed should be educated and capable of maintaining requisition slip, duly slip, logs and reading of speedometers, should have basic reading and writing skills and understanding instructions by the officials.
- 19.8** It shall be the duty of the operator / driver to ensure that each taxi deployed for NIPER Raebareli always has sufficient quantum of fuel available and in addition driver should have enough money at his disposal to purchase additional fuel if required during the course of journey. NIPER Raebareli will not make any arrangement for providing fuel for such Taxis or advance money for such purposes (including for outstation journeys)

**19.9** The drivers so deployed should exhibit high level of honesty and integrity and should maintain correct records of timing and Kms as per actual usage and should not indulge in manipulating such record(s) or inflate Kms. readings or timings, either on their own or on the instigation of operator / his officials or even NIPER Raebareli officials or users of such Taxis.

**20. Basic Requirements / conditions for Taxis to be deployed for NIPER-R Duties**

**20.1** The Taxis provided under this contract should be less than 04 years of registration and should have valid registration documents and same along with all other requisite documents like PUC, insurance, commercial registration etc. should be kept in the relevant vehicles under the charge of Driver concerned.

**20.2** NIPER Raebareli reserves the right to ask the operator to change the vehicle which is found not to be in good running conditions or has faced regular break-down or condition of which is not up to the mark keeping in view the status of officers who are likely to use such vehicles.

**20.3** The vehicles with valid commercial registration numbers only shall be deployed by the operator. In case of unavoidable circumstances/necessity prior consent of the NIPER-R would be essential.

**21. Termination.**

**21.1** In the event of the Bidder having been adjudged insolvent or going into liquidation or winding up his business or making arrangements with his creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract, the NIPER-R shall be at liberty to terminate the contract forthwith without prejudice to any other rights or remedies under the contract and law and to get the work done for the unexpired period of the contract under risk & cost and to claim from the Bidder any resultant loss sustained or costs incurred by the corporation.

**21.2** NIPER-R shall also have without prejudice to other rights and remedies, the right, in the event of breach by the Bidder of any of the terms and conditions of the contract to terminate the contract and or forfeit the security deposit for the sum or sums due for any damages, losses, charges, expenses or costs that may be suffered or incurred by the institute due to the Bidders negligence or deficiency or un work-man like performance of any of the services under the contract.

Technical Bid  
To be uploaded, duly filled & signed by the bidder

Name of Work: Hiring of vehicle/taxi on as and required basis for NIPER Raebareli

S.No	Particulars	Details
1.	<b>Name(s) of the person/s submitting the bid</b> (hereinafter referred to as the Bidder)	
2.	<b>Name of the firm in which taxi operation business is being done</b> (if different from 1 above)	
3.	<b>Status of the Bidder</b> ( Individual/ Partnership Firm/ Company/Society/Any other (Specify)	
4.	<b>Whether the Bidder is himself the owner of all the taxies offered or possessing/Tie up such taxies in somebody else's name</b> (if so, give full details)	
5.	<b>Are you submitting bid on your own or on behalf as Power of Attorney / Authorized signatory of the somebody else</b> (Specify clearly)	

Signature of the owner / bidder /  
authorized signatory with Stamp

**6. CONTACT DETAILS:-**

Name : \_\_\_\_\_

Complete Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number : Landline: \_\_\_\_\_  
Mobile 1: \_\_\_\_\_  
Mobile 2: \_\_\_\_\_

Email Id : \_\_\_\_\_

**7. Details of Taxies owned / legally possessed/Tie up by bidder for Taxioperators business as on date of submitting the bid**

S.No	Description (See para 4 iii)	
1.		
2.		
3.		
4.		

\*(Please attach a complete list of taxies of each type available with you)

**8. Details of Drivers available with the Operator at Lucknow (attach copy of DL for each driver).**

- 1.
- 2.
- 3.
- 4.

Signature of the owner / bidder /  
authorized signatory

**9. Declaration / Detail of Location of Garages. Parking Place(s) of Taxies owned / possessed / Tie up by the Bid**

*\*(Please indicate complete location / address of garage(s) / parking place(s) wheretaxies deployed for NIPER Raebareli duty would normally be parked (this information would be required for the purpose of calculating kms. and hrs. on any particular day (permissible upto 10km (both way) or actual whichever is lesser. The lesser distance will be preferred)*

S.No	Location Address of Garage/parking place
1.	

**10. Annual turnover issued by the CA of last three years from the Taxi Operation. (Financial year from April 1 to March31)**

S.No	Year	Annual Turnover (₹ Lakhs)
1.	2020-21	
2.	2021-22	
3.	2022-23	

**11. Experience Details:** List of major Clients with their address and contact details (Private or Government) where operator has provided taxi services .**The bidder should have work experience of similar nature of work for the work performed of Rs. 2 lakh or above in a single or multiple contract in each year during the last three years. The bidder should also be required to submit 03 years' experience certificates duly issued by Central / state Government Department or Public Sector Undertaking/ Banks/MNC's.**

S.No	Name and Address of Govt organisation/ Multi National Company/firm where the bidder has provided taxi service in past 3 years. (also upload proof of work)	Contact detail for reaching out to the organization/company where the bidder has provided taxi service in past 3 years
1.		
2.		
3.		
4.		
5.		

**12. Permanent Account Number (PAN) :** \_\_\_\_\_

**13. Good and Services Tax Number(GST):** \_\_\_\_\_

*I/we hereby declare that information provided by me/us in technical bid is true and best of my knowledge and nothing has been forged, I/We understand that if anything is found to be wrong/forged during the bid process or during the contract period the contract will be terminated and the security will be forfeited.*

Signature of the owner / bidder /  
authorized signatory with Stamp

**ANNEXURE- III (A)**

**Subject: Complete list of Taxis owned / legally possessed/Tie up by the Bidder**

Note: If the bidder owns / possesses/tie up taxis exceeding 4, it would be sufficient for ascertaining the merit, if he gives a list of maximum 10 taxis/vehicles.

S.No	Vehicle Name and make	Model	Registration No	Registered owner Name
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Signature of the bidder/  
Authorized Signatory with stamp

**Documents to be uploaded with the Technical Bid Application**

The bid shall be submitted online in **two parts, viz., Technical bid and Price bid on CPP Portal**. The following documents are to be scanned and uploaded within the period of bid submission furnished by the bidder along with Technical Bid as per the bid document:

1. **Annexure-III** (Technical Bid Application) completely filled and signed. (**Part I to Part-III**). Also upload supporting documents.
2. **Annexure-III (A)** completely filled and signed
3. **Annexure-V** i.e. Bid Security Declaration completely filled and signed with seal.
4. **Annexure-VI** i.e. Bid Submission Undertaking completely filled and signed /firm's seal.
5. Self-attested Copy of partnership deed (if a partnership firm).
6. Self-attested copy of power of attorney having sign of all the partners authorizing a partner for signing the bid or if submitting bid on behalf of someone.
7. Self-attested copies of 04 Registration Certificates of all 04 vehicles as mentioned in **Annexure III (A)** along with the proof of registration for commercial usage.
8. Work experience certificate as per **Annexure- VII** of similar nature showing 3 years of experience from major clients. (Clients can be more than one but the total experience from all clients together should be 3 or more years). **The bidder should also have work experience of similar nature of work for the work performed of ₹2 lakh or above in a single or multiple contract in each year during the last three years.**
9. Self-attested copy of the Financial Turnover of the agency issued by CA of last three years as per **Annexure-VIII**, as a proof that Bidder is having annual turnover of more than ₹ 2.50 Lakhs per year.
10. Self-attested copy of the Goods and Service Tax (GST) registration certificate.
11. Self-attested copy of PAN Card.
12. Legitimate Proof of being located and functioning in Lucknow.  
**Note: Documents mentioned as above are to be uploaded in the same order as listed above and are duly attested by the authorized signatory/firm's seal.**

**Instructions for filling bid:-**

- Bid which do not comply with these instructions or conditional Bid shall be summarily rejected
- It should be clearly understood by the Bidder that no opportunity should be given to them to modify or withdraw any offer at any stage after submission of the bid.
- All entries in the bid form should be in legible and must be filled clearly, if the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached and uploaded.
- No overwriting and cutting is permitted in the Price bid form, in such cases the bid shall be liable to be rejected. However the cutting if any in the technical bid application must be attested by the authorized person signing the bid.

**BID SECURITY DECLARATION**

Name of Party : \_\_\_\_\_  
Address : \_\_\_\_\_  
Valid Email ID : \_\_\_\_\_  
Mobile No: : \_\_\_\_\_

I/we \_\_\_\_\_ in the capacity of authorized signatory for the firm \_\_\_\_\_ hereby declare that if I/We withdraw/ modify one or any of the part of the BID submitted by me/us for the hiring of taxi on as and when required basis by NIPER Raebareli during the validity period the BID, our bid is liable to be cancelled besides suspension for submitting any further bids for a period of 03 Months or as decided by the competent authority of NIPER-R.

(Authorized Signature with Seal of the Firm)



**BID SUBMISSION UNDERTAKING**

From

(full name & address of the bidder)

.....  
.....  
.....

To

**The NIPER Raebareli  
Transit Campus LUCKNOW, Sarojini Nagar, LUCKNOW UP**

**Subject: Acceptance of Terms & Conditions of bid No. - \_\_\_\_\_**

**Name of Work: Hiring of vehicle/taxi on as and required basis for NIPER Raebareli**

Madam/Sir,

1. I submit the Online Bid Hiring of vehicle/taxi on as and required basis for NIPER Raebareli for a period of one year which may be extendable on yearly basis for two terms or as decided by the Director, NIPER Raebareli on the same rates, Terms & conditions.
2. I have thoroughly examined and understood all the term & condition as contained in the Bid/GTC/ATC document and all annexures and agree to abide by them.
3. BID submission undertaking has been submitted and in the event of my bid being accepted, I agree to furnish Security Deposit as stipulated in the Bid.
4. I/We hereby unconditionally accept the bid conditions of above mentioned bid document(s)/corrigendum(s) in its totality/entirety and understand that the decision of Director, NIPER-R will be final and binding on both the parties.
5. I hereby declare that the rates quoted in Price Bid are firm/valid for a minimum of 90 days from the date of opening of bids.
6. I/We do hereby declare that I/we or Bidder on whose behalf this Bid is submitted has not been blacklisted or otherwise debarred by NIPERs or Central/State Govt. or any Central/ State PSU /Statutory Corporations for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, Rule, or Administrative Instructions since last 5 years and never been convicted by any court for any offence and sentenced to imprisonment for a period of three years or more for an Offence involving moral turpitude and the security is never forfeited.
7. I/We certify that all information furnished by me is correct and true and in the event that the information is found to be incorrect/untrue and are any provisions of this bid are found violated during the period of the contract, the NIPER Raebareli shall have the right to disqualify me without giving any notice or reason therefore or summarily terminate the contract besides forfeiture of the EMD/Security deposit, without prejudice to any other rights that the corporation may have under the contract and Law.

Thanking you.

Yours faithfully,

(Signature of Bidder with Name & Official Seal)

**Specimen format for preferred experience certificate**

Ref.No. \_\_\_\_\_

Dated: \_\_\_\_\_

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s \_\_\_\_\_ (complete address) has  
successfully provided Taxi services in this office/firm name for a period from \_\_\_\_\_ to  
\_\_\_\_\_ (Specific dates) worth Contract Value of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) (to be mentioned in figure & words). The Contractor  
has successfully and satisfactorily executed the Contract under reference.

Authorized Signatory with Seal

**Specimen financial turnover certificate**

(To be issued by CA)

**This is only a sample certificate. Agencies are required to produce it in same format on the official letter head of their Chartered accountant (CA) duly attested and verified.**

**TO WHOM SO EVER IT MAY CONCERN**

We have examined the books of accounts of M/s \_\_\_\_\_ (Contractor name with address) and it is certified that its net turnover is as under:-

<b>Financial Year</b>	<b>Amount ₹</b>
<b>2020-2021</b>	
<b>2021-2022</b>	
<b>2022-2023</b>	

**I hereby declare that**

1. The information provided is true to the best of my knowledge & belief.
2. All figures are taken and compiled as per documentary evidence produced before us.

**(Chartered Accountant Signature with official Seal)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_