

**PUNJAB ENGINEERING COLLEGE
(Deemed to be University)
Chandigarh
Sector 12, Chandigarh 160012**



**E-tender document
For
Empanelment of vendors for providing of taxi services
at
PUNJAB ENGINEERING COLLEGE (Deemed to be University)
Sector 12, Chandigarh 160012**

TABLE - 1

S. No.	Name of the Service	EMD (INR)
1	Empanelment of vendors for providing of taxi services	10,000/-

TABLE - 2 Time Schedule

I	Date of publication	17.11.2023
II	Downloading of e-tender document	Start date: 17.11.2023 at 02:00 p.m. End date: 07.12.2023 at 11:00 a.m.
III	Date of submission of e-tender	Start date: 17.11.2023 at 02:00 p.m. End date: 07.12.2023 at 11:00 a.m.
IV	Physical submission of EMD	Start date: 17.11.2023 at 02:00 p.m. End date: 07.12.2023 at 11:00 a.m.
V	Opening of Technical Bid (online) and meeting for scrutiny of technical bid and declaring eligible bidders.	Date : 07.12.2023 at 02:00 p.m.
VI	Opening of Financial Bid of only eligible technically qualified bidder as determined by the Committee.	To be informed after checking eligibility of Bidders
VII	Place of opening of bids	Office of Central Purchase Cell PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012
VIII	Address for communication	Office of Central Purchase Cell PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012

CPC/2023/_____

Dated:_____

To

Subject: Quotations for empanelment of vendors for providing of taxi services.

Dear Sir/Madam,

Quotations are here by invited in respect of the item mentioned below. The quotations should be sent directly at the address mentioned below in the sealed cover with wax/transparent fixing tape duly signed in ink underneath by speed post/courier marked "Quotation for empanelment of vendors for providing of Taxi services and due date on the top of the envelope so as to reach this office on or before 07/12/2023 at 02:00 PM.

These will be opened on 07/12/2023 at 02:00 PM by the committee members in the presence of the bidders or their representative who may like to be present during opening of quotations. The right of acceptance or rejection of any quotation without assigning any reason is reserved. The quotations by hand will not be accepted.

Note: - The complete quotation document may be downloaded from the Institute website i.e. www.pec.ac.in.

Central Purchase Officer
Punjab Engineering College
Sector 12, Chandigarh.

TERMS AND CONDITIONS

1. The Taxi must be of 2018 model or afterwards and conform to all instructions/guidelines issued by Govt. from time to time.
2. Availability of the Taxi must be 24x7 basis along with medically fit drivers.
3. Taxis will be under the control of Punjab Engineering College (Deemed to be University), Chandigarh, hereinafter, "The University" during the hiring period of the Taxi.
4. Taxis shall be used for the Inter State travels, if required.
5. The Vendor has to provide GST number.
6. The contract for hiring of the Taxi will be initially for a period of one year. However, the contract may be extended for further period up to two years on mutual agreement on the same rate, terms and conditions, if the services of the Vendor are satisfactory.
7. The rates to be quoted are to be filled in the proforma given at Annexure-2.
8. The Vendor has to deposit earnest money (EMD) of Rs.10,000/- in favour of Director, Punjab Engineering College (Deemed to be University), Chandigarh payable at Chandigarh.
9. Performance security of Rs.15,000.00 in the form of fixed Deposit receipt/bank guarantee of the commercial banks in an acceptable form in favour of the Director, Punjab Engineering College payable at Chandigarh, must be submitted by successful bidder for the period of 36 months.
10. The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order. No interest will be paid by the University on the Earnest Money Deposit.
11. If the successful bidder fails to provide the Taxi in the prescribed time after the confirmed orders, the University has full right to forfeit the PBG (Performance Bank Guarantee) deposited with the university.
12. The vendor will give written undertaking that he accepts all the terms and conditions.
13. The vendor should not be blacklisted by govt. /semi govt./undertaking/corporation. Affidavit as per Annexure-3 must be submitted.
14. The University reserves the right to cancel the bids or for any particular Taxi without

assigning any reason.

15. The vendor will give written undertaking as per Annexure-I.
16. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of Taxi will be borne by the Vendor.
17. All drivers shall have valid driving license for commercial use and proof of the same shall be provided by the Vendor.
18. The vendor would be responsible for the conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the university, the said driver shall be withdrawn and replaced with another driver provided to the university at no additional cost.
19. Taxis should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted while driving in foggy areas.
20. Taxis should also be fitted with Toeing hook.
21. Vendor shall obtain Taxi fitness certificate from competent authority, Taxi registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
22. Taxi should be able to move freely to the neighbouring States without any restrictions.
23. Vendor shall provide valid certificate of pollution check for the Taxi from the concerned authorities and the same shall be renewed well before the due date.
24. All Taxis shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
25. Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany Taxi as per rules & regulations of applicable laws.
26. In case of breakdown of any Taxi the vendor shall provide another Taxi of similar brand at no extra cost. The University shall have absolute right to charge Rs. 1000 per day if the Taxi is not provided within two hours.
27. In case of any accident to the Taxi, it will be the responsibility of the Vendor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to the account of Vendor.
28. The contract is valid for providing services of Taxi hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Punjab Engineering College (Deemed to be University), Chandigarh.
29. Drivers should carry sufficient cash for discharging obligations on account of parking

- charges, toll taxes etc. Such expenditure can be claimed as reimbursement by the Vendor. Proper supporting documents would have to be submitted along with such claims.
30. Lodging, boarding, transportation of drivers shall be the Vendor's responsibility.
 31. Drivers should be well dressed. The Vendor will provide uniform to all drivers who will wear the same on duty. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the University shall have right to expel or refuse entry to any of such drivers and Taxi to be treated as absent.
 32. Driver should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
 33. Driver should be alert /careful enough to take care of items/material kept in the Taxi.
 34. Taxi should carry portable fire extinguisher.
 35. All disputes arising out of this contract shall be subjected to the jurisdiction of Chandigarh.
 36. If the journey to a place outside Chandigarh is more than 250 kms in a day and the Taxi is not freed immediately after reaching the destination, minimum fare to be charged will be for 200 kms journey per day or actual whichever is higher on the admissible rates.
 37. Company fitted CNG Taxi with all safety measures and certificate are allowed.

Clause of Termination

38. The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
39. If the Vendor fails to arrange the supply of any or all of the Taxis within the period (s) specified in the contract or any extension thereof granted by The University.
40. If the Vendor fails to perform any other obligation(s) under the contract.
41. In case the Contract has to be terminated, 15 days notice in writing shall be given by the either side.

Eligibility Criteria

42. The Vendor/Agency should have owned these types of Taxis - 1. Five Seater - AC, 2. Seven Seater - AC at the time of bid submission, of model not older than year 2018 and Taxis registered as commercial Taxis. In case University requires more than 05 Taxis at a time it will be the responsibility of the Vendor to manage the same & from anywhere.
43. The bidder should have valid GST Registration number. A copy of GST No. Shall be

submitted as proof.

44. The bidder should have an experience of minimum 02 years in supplying at least two commercial Taxis / cars in any Central / State Govt. organization or a Public Sector Undertaking.
45. The bidder should have minimum average annual turnover of Rs.5.00 lakh during the financial year 2019-20, 2021-22 and 2022-23. Copies of audited annual statements shall be submitted as proof.
46. Copies of Income Tax Returns for last three financial years shall be submitted.
47. Bidder must not be blacklisted by the central/state government/public sector.
48. All copies of documents attached with the quotation should be self-attested.
49. For any query, bidders may contact Central Purchase Cell at 0172-2753085.

Central Purchase Officer
Punjab Engineering College
Chandigarh

Annexure - 1

UNDERTAKING

I, _____ s/o _____ proprietor of
_____ resident of _____ do hereby undertake
that the Taxis offered will be of good working condition and the rates quoted are not
higher than to those charged to any other Government department during the last one
year. In case, at any stage, it is found that the information given is false/incorrect,
Director, Punjab Engineering College (Deemed to be University), Chandigarh shall have
absolute right to take any action as deemed fit without any prior intimation to me.

(Signature of the bidder)

**PUNJAB ENGINEERING COLLEGE, CHANDIGARH
(DEEMED TO BE UNIVERSITY),**

Financial Quote

Category - 'I' Five Seater Taxi (AC) (Toyota Etios/ Maruti Suzuki Dzire)				
Sr. No.	Particulars	Rate in Rs./-	Amount (RS.)	
(a)	(b)	©		
1.	40 Km/4 Hrs			
2.	Airport Pick & Drop			
3.	80 Km /8 hrs.			
4.	Per km after 80 km / 8hr.	per km		
5.	Night stay/out station	per night		
6.	Per km(Hill Area)	per km		
7.	Rate for Chd. To Delhi or back (one side)			
8.	Rate for Chandigarh to Delhi & back (both side)			
Total (category -'1') (A)				
Category - 'II' Seven Seater Taxi (AC) (Toyota Etios/ Maruti Suzuki Dzire)				
1.	40 Km/4 Hrs			
2.	Airport Pick & Drop			
3.	80 Km /8 hrs.			
4.	Per km after 80 km / 8hr.	per km		
5.	Night stay/out station	per night		
6.	Per km(Hill Area)	per km		
7.	Rate for Chd. To Delhi or back (one side)			
8.	Rate for Chandigarh to Delhi & back (both side)			
Total (category -'11') (B)				

Grand Total = _____

(A+B) (Overall total rate)

Note:- Financial evaluation will be done on the basis of overall lowest rate.

Date:
Place: Seal

Signature of Authorized Signatory