

**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	15.01.2024
II	Downloading of e-tender document	Start date: 15.01.2024 at 04:00 p.m. End date: 25.01.2024 at 11:00 a.m.
III	Date of submission of e-tender	Start date: 15.01.2024 at 04:00 p.m. End date: 25.01.2024 at 11:00 a.m.
IV	Physical submission of EMD	Start date: 15.01.2024 at 04:00 p.m. End date: 25.01.2024 at 11:30 a.m.
V	Opening of Technical Bid (online)	Date :25.01.2024 at 11:30 a.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	Address for communication	Central Purchase Officer PUNJAB ENGINEERING COLLEGE (Deemed to be University), Sector 12, Chandigarh 160012

The offer must be submitted online on tendering portal <https://etenders.chd.nic.in/> on or before 15.01.2024 upto 11:00 a.m. The tenders shall be opened at 11:30 a.m. on 25.01.2024 and intimation regarding opening of financial bids will be given separately.

IMPORTANT INSTRUCTIONS

1. All the instructions contained in the e-Tender Form are important and required to be complied with.
2. Please ensure that Technical Bid, Price Bid should be submitted online through e-tender portal (etenders.chd.nic.in) on or before the last date & time of receipt of e-tender. The original Earnest Money Deposit (EMD) alongwith Annexure 1 is required to be deposited in a sealed cover in the Central Purchase Cell, PEC, Chandigarh well before the last date and time of receipt of tender and copy of the same shall be uploaded alongwith the technical bid on tendering portal.
3. The technical bids will be opened for scrutiny of only those bidders who have deposited the original EMD with in the stipulated date and time. Other bids will be straightway rejected. No claim in this regard shall be entertained after the due date.
4. The Earnest Money Deposit is acceptable in the form of Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee from any of the scheduled Bank with its validity for six months, drawn in favour of Director Punjab Engineering College Chandigarh, payable at Chandigarh. The Earnest Money in any other form is not acceptable and the tender shall be rejected straightway.

CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

- | | |
|---|----------|
| Whether the original Earnest Money Deposit (EMD) for an amount of 10000/- has been deposited in a sealed cover in physical form in the CPC, PEC well before the last date & time of receipt of tender | Yes / No |
| Whether the Technical bid, Price bid and copy of EMD have been submitted online? | Yes / No |
| Whether an affidavit on the Non-judicial stamp paper, duly attested by the Executive Magistrate/ Notary, regarding non-black listing/non-prosecution of firm has been submitted online? | Yes / No |
| Whether each page of the e-tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted online? | Yes / No |
| Whether PAN No. issued by competent authority has been submitted online? | Yes / No |
| Whether a copy of the constitution/ partnership deed of firm, if applicable, duly registered with Registrar Firms has been submitted online? | Yes / No |
| Whether the self attested copy of residence proof and aadhar card are attached
Note: Non compliance of any of the above conditions will render the offer/ tender to be rejected out-rightly and Price bid of the firm will not be opened | Yes / No |

Place: _____ Signature of Tenderer _____

Dated: _____ Full Name of the Tenderer _____

Address _____

Contact No.

Annexure 1

Affidavit for non-blacklisting and competency to be submitted alongwith the technical bid

I/ We _____ / Partner/ Sole Proprietor of the firm _____ do solemnly affirm and declare as hereunder:

1. That the individual/ firm/ company is not black listed/ prosecuted nor any criminal case is registered/ pending in India by any Central/ State Governments/ Union Territories/ Departments/ Offices/ Statutory Bodies/ Autonomous Organizations/ Research Institutions or by any court of law and any partner or share holder thereof is not directly or indirectly connected with or has any subsisting interest in business of my/ our firm.
2. That I have gone through the tender document for Empanelment of vendors for providing taxi services. The terms and conditions and other instructions as mentioned in the tender document are acceptable to me/ us. I/ We will abide by all the terms and conditions of allotment/ license.

Place:

Dated:

Deponent

Verification

Verified that the contents of the above affidavit are true and correct to the best of my/ our knowledge and belief. No part of it is false and nothing has been concealed therein.

Place:

Dated:

Deponent

Note: The above affidavit is to be furnished on a non-judicial stamp paper of Rs.10/- duly attested by the Notary/ Executive Magistrate (Note more than 02 months old)

(This letter alongwith Earnest Money Deposit be submitted in the envelope)

From : _____

To:
The Director PEC
Sector-12,
Chandigarh

Subject E-Tender for Empanelment of vendors for providing taxi services at PEC Chandigarh.

Sir,
Please find enclosed herewith Earnest Money Deposit (EMD) of
Rs. _____/- in shape of _____ no.
_____ dated _____ issued by
_____ (Bank Name) on drawn in favour of the
Director Punjab Engineering College, Chandigarh

The terms and conditions mentioned in the e-tender documents are acceptable to
me/us.

Thanking you,

Yours faithfully,

(SIGNATURE)
with full address with contact no.

EMD Enclosed

TERMS AND CONDITIONS

1. The Taxi must be of 2018 model or afterwards and conforming to all instructions/guidelines issued by Govt. of India 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-4.
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 15 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-1 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-3.
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 neighboring 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 Taxis.
 34. Taxi should carry portable fire extinguisher.

35. All disputes arising out of this contract shall be subjected to the jurisdiction of Chandigarh.
36. For the journey to a place outside the Tricity (Chandigarh, Mohali, Panchkula), the minimum fare to be charged will be for 250 kms. 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

1. The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
2. 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.
3. If the Vendor fails to perform any other obligation(s) under the contract.
4. In case the Contract has to be terminated, 15 days notice in writing shall be given by the either side.

Eligibility Criteria

5. The Vendor/Agency should have owned these types of Taxis - 1. Five Seater – AC (Toyota Etios, Maruti Dezire or equivalent type vehicle), 2. Seven Seater (Toyota Innova) AC at the time of bid submission, of model not older than year 2018 and Taxis registered as commercial Taxis.
6. 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.
7. The bidder should have valid GST Registration number. A copy of GST No. Shall be submitted as proof.
8. 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.
9. 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.
10. Copies of Income Tax Returns for last three financial years shall be submitted.
11. Bidder must not be blacklisted by the central/state government/public sector.
12. All copies of documents attached with the quotation should be self-attested.
13. For any query, bidders may contact Central Purchase Cell at 0172-2753085.

Central Purchase Officer
Punjab Engineering College
Chandigarh

Annexure -3
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)

Annexure -4
PUNJAB ENGINEERING COLLEGE,
(Deemed to be University), Chandigarh

Financial Quote

Category – A				
Five Seater Taxi (AC)- (Toyota Etios/ Maruti Suzuki Dzire or Equivalent type Vehicle)				
Sr. No.	Particulars	Rate in Rs./-	Amount (RS.)	
1.	40 km/4 Hrs			
2.	Chandigarh Airport Pick & Drop			
3.	80 km /8 hrs.			
4.	Per km after 80 km /8hr.	per km		
5.	Local waiting after 8 hr.	per hour		
6.	Night stay/out station	per night		
7.	Per km(Hill Area)	per km		
8.	Rate for Chandigarh to NCR Delhi or NCR Delhi to Chandigarh			
9.	Rate for Chandigarh to NCR Delhi & back (bothside)	per km		
Total : category – A				
Category – B				
Seven Seater Taxi (AC) (Toyota Innova)				
1.	40 km/4 Hrs			
2.	Chandigarh Airport Pick & Drop			
3.	80 km /8 hrs.			
4.	Per km after 80 km /8hr.	per km		
5.	Local waiting after 8 hr.	per hour		
6.	Night stay/out station	per night		
7.	Per km(Hill Area)	per km		
8.	Rate for Chandigarh to NCR Delhi or NCR Delhi to Chandigarh	per km		
9.	Rate for Chandigarh to NCR & back (both side)	per km		
Total : category – B				

Grand Total =

(A+B) (Overall total

rate)

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