

**Indian Institute of Advanced Study
Rashtrapati Nivas, Shimla-171005**

Tender Notice for hiring of Taxis

Sealed Tenders are invited from the reputed Tour & Travel Agencies/firm located in Shimla for hiring of **Air Conditioned Taxis** i.e Swift Dzire, Etios, Innova and Force Traveller on the routes mentioned in the Financial bid for picking up and dropping off of guest faculty and seminar participants at the Institute throughout the year on call basis for one year from the date of award of the contract to the firm. The interested travel agencies, duly registered with HPTD, may send their sealed quotations in the format available on the website of the Institute. The quotations may reach to **“The Secretary, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla -171005”** latest by 20.03.2020. The tenders would be opened on 23.03.2020 at 3 PM **in the Office of the Secretary in the** presence of bidders. Quotations may be submitted in the enclosed prescribed form of technical and financial bid failing which it will be liable to be rejected. Any dispute in the process of finalizing the bidding will be decided by the Director, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla whose verdict in the matter will be considered final. For prescribed form and terms & conditions please visit our website: www.ias.ac.in .

Sd/-

**(Col. Vijay K. Tiwari)
Secretary**

Subject:- Tender Notice for Annual Contract for hiring of Taxis on call basis for Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla - regarding.

Sealed Tenders are invited in two bid system (Technical and Financial bid separately) from the reputed Tour & Travel Agencies/firm located in Shimla for hiring of **Air Conditioned Taxis** i.e Swift Dzire, Etios, Innova and Force Traveller on the routes mentioned in the Financial bid for picking up and dropping off of guest faculty and seminar participants at the Institute throughout the year on call basis for one year from the date of award of the contract to the firm. The interested travel agencies, duly registered with HPTD, may send their sealed quotations in the format enclosed in Annexure- B and C subscribed on the envelope as “Quotation for the hiring of taxis for IIAS, Shimla”. The quotations may reach to **“The Secretary, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla -171005”** latest by 20.03.2020. In case the quotations are delivered by hand/messenger, the same may be submitted in the office of **“The Secretary, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla -171005.**

The tenders would be opened on 23.03.2020 at 3 PM **in the Office of the Secretary.** All participants in the bidding process are welcome to be present in person or through their authorized representative. The bid should be submitted in a sealed cover in two parts. The technical bid and financial bid in enclosed Annexure ‘B’ & ‘C’ should be sealed by the bidder in separate covers, duly superscribed and both of these sealed covers are to be put in a bigger cover, duly superscribed as “Bid for supply of AC taxis.” Bids received after specified date and time, as indicated above, will not be considered. Quotations may be submitted in the enclosed prescribed form of technical and financial bid failing which it will be liable to be rejected. Any dispute in the process of finalizing the bidding will be decided by the Director, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla whose verdict in the matter will be considered final. The requirements, terms and conditions are provided at Annexure-A.

Encls. As above.

Secretary

Annexure-A

Tender Document for Hiring Taxis on Call Basis

Requirements, Terms & Conditions

1. Sealed Tenders are invited in two bid system (Technical and Financial bid separately) from the reputed Tour & Travel Agencies/firm located in Shimla for hiring of **Air Conditioned Taxis** i.e Swift Dzire, Etios, Innova and Force Traveler on the routes mentioned in the Financial bid for picking up and dropping off of guest faculty and seminar participants of the Institute throughout the year on call basis for two years from the date of award of the contract to the firm.
2. The Contract is initial for one year w.e.f. 01.04.2020. It is further extended on mutual agreed terms and conditions.
3. The interested bidders should be registered as Travel agents with HPTD.
4. The routes on which taxis would be hired are tabulated at Annexure 'C'
5. PAN No. and Service Tax registration No. along with their certified photocopies are to be provided. Firm must be registered with HPTD. Copy of said registration may also be provided.
6. The contractor should have at least two years experience of providing vehicles to the Govt./Semi Govt./PSUs or any reputed organizations. Satisfactory Service Certificate from the concerned Organizations need to be furnished along with technical bid.
7. Performance Security of **Rs. 15,000/- (Rupees fifteen thousand only)** in the form of fixed deposit receipt/bank guarantee from a SBI bank in favour of Accounts Officer, IAS, Shimla is to be submitted by the successful bidder within 10 days of award of contract. Performance Security will be refunded to the supplier without any interest, whatsoever, after it duly performs and completes the contract in all respect. Performance Security will be forfeited if the firm fails to perform any of the terms and condition of the contract, besides it may also be blacklisted.
8. The bidder should have the ownership of at least 3 vehicles. The RC of his vehicles should be registered either in the name of firm/agency or owner's name and not more than 3 years old.
9. In case the firm, which is awarded contract, fails to supply the requisite number of vehicles, the Institute reserves the right to hire the taxis from other Travel agency at the risk and cost of the firm. The difference of the cost between alternative arrangement and tender value will be recoverable from the firm.
10. If the contractor after award of the contract, fails to abide by the terms and conditions of the tender documents or fails to complete his contract period or at any time repudiates the contract, the Institute will have the right to forfeit the Performance Security, deposited by the bidder.
11. The contractor should be able to provide AC taxis at a day's notice. On regular requisition, the vehicle must reach at the picking up place 30 minutes in advance. Any delay will attract penal charges of 10% of vehicle hired rate.
12. The drivers engaged in the vehicles should have valid driving commercial license to operate the vehicle, issued by the transport authorities. Other necessary certificates like road tax clearance, pollution certificate etc. should be physically carried in for all vehicles hired. He should be broadly aware of all major routes given in the financial bid. He should be provided with mobile phone and should be well mannered. All Taxes / fees/levies/ tolls etc. of

State/Central Govt. are to be borne by the firm. The charges quotes should be inclusive of all taxes/fees/levies/tolls etc.

13. The firm will have to ensure the safe journey of the guests/participants and in case of any technical fault that occurs in the vehicle during the journey, the firm will have to arrange for a equivalent appropriate alternate vehicle immediately at its own cost to ensure completion of the journey and no extra charges on this account will be paid by Institute.
14. The vehicles shall have to be kept in clean condition. It should also be in good condition and the seats should be comfortable. The seat should always be covered with neat and good quality covers. No payment shall be made if the vehicle is found dirty or in shabby condition.
15. Drivers should wear proper uniform and Name tag on the chest pocket.
16. Boarding /Lodging to the drivers will not be provided by the Institute. The firm has to make its own arrangement in this regard.
17. In the event of the contractor failing to execute the work i.e supply of taxis on hire basis any time to the full satisfaction of the Institute, the competent authority of the Institute reserves the right to cancel the contract or withhold the payment due to the firm in part or full and to forfeit the Performance Security.
18. At times, the Institute may need five to eight vehicles on specific days in connection with any conference/seminar/meeting/visits. The firm shall be responsible to arrange for additional demand of vehicles by making necessary tie-ups at their end with other travel agencies and such additional vehicles shall be supplied at the rates and conditions of this contract.
19. The contract will be valid for two year from the date of award of the contract and extendable for one more year by mutual consent of the parties. No request of hike in approved rates for supply of taxis will be entertained during the period of contract for any other reasons what so ever.
20. The financial bid would be evaluated on a weightaged basis of the charges of different routes quoted, arrived on the basis of past usage by the Institute.
21. If rates quoted for some routes by the L1 bidder is more than 10% of the market rate (arrived at by average of L2 to L4 for those routes), the contract with the L1 bidder would exclude those routes. Institute would hire vehicles from the open market for those routes.
22. The payment for the vehicle hired would be released promptly on submission of complete invoice (around a week's time).
23. The interested bidders are to submit two bids in the format provided in Annexure B & C.

The bidders are advised to read the above terms and conditions carefully and accept them unconditionally without any deviations failing which his quote will not be considered and hence will be rejected.

Annexure-B

Checklist for Technical Bid

The technical bid should include the following documents:

Sr. No.	Particulars	Enclose
1.	Copy of Registration with HP Tourism.	
2.	PAN/Service Tax registration number & certified photocopies	
3.	Satisfactory Service Certificate from a client.	
4.	Ownership papers of 3 vehicles.	

Date:

Signatures of Authorized representative of travel agency

Full Name:

Seal:

Provision of Taxi Services on call basis

To,
The Secretary
Indian Institute of Advanced Study
Rashtrapati Nivas, Shimla 171005

Name of Travel Agency & full address
(On call basis)

S.No.	Name of vehicle	Station Name	Rates
		Institute to Kalka Railway Station	
1.	Swift Dzire /Etios		
2.	Logan/Indigo		
3.	Innova/Scorpio		
4.	Tempo Traveller		
		Institute to Chandigarh Railway Station	
5.	Swift Dzire /Etios		
6.	Logan/Indigo		
7.	Innova/Scorpio	-	
8.	Tempo Traveller		
		Institute to New Airport Chandigarh (Mohali)	
9.	Swift Dzire /Etios		
10.	Logan/Indigo		
11.	Innova/Scorpio		
12.	Tempo Traveller		
		Institute to IIT Roorkee	
13.	Swift Dzire /Etios		
14.	Logan/Indigo		
15.	Innova/Scorpio		
16.	Tempo Traveller		
		Institute to Shimla Airport	
17.	Swift Dzire /Etios		
18.	Logan/Indigo		
19.	Innova/Scorpio	-	
20.	Tempo Traveller		

S.No.	Name of vehicle	Station Name	Rates
		Delhi Airport Terminal -1 to IAS Shimla	
21.	Swift Dzire /Etios		
22.	Logan/Indigo		
23.	Innova/Scorpio	-	
24.	Tempo Traveller		
		Delhi Airport Terminal -1 to Defence Colony New Delhi	
25.	Swift Dzire /Etios		
26.	Logan/Indigo		
27.	Innova/Scorpio	-	
		Delhi Airport Terminal – 3 to IAS Shimla	
28.	Swift Dzire /Etios		
29.	Logan/Indigo		
30.	Innova/Scorpio	-	
31.	Tempo Traveller		
		Delhi Airport Terminal – 3 to Defence Colony New Delhi	
32.	Swift Dzire /Etios		
33.	Logan/Indigo		
34.	Innova/Scorpio	-	
35.	Tempo Traveller		
		On Daily Basis for local Use	
36.	Swift Dzire /Etios		
37.	Logan/Indigo		
38.	Innova/Scorpio		
39.	Tempo Traveller		
		Rates Per Kilometer including night halt charges of the Driver	
40.	Swift Dzire /Etios		
41.	Logan/Indigo		
42.	Innova/Scorpio		
43.	Tempo Traveller		

The above rates have been quoted in acceptance of requirements, terms & conditions given in the Tender document. The Director, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla reserves the right to accept or reject any bid irrespective of its being the lowest in the interest of the Institute. In awarding the contract, the interest of the Institute shall be paramount and in this regard the decision of the Institute shall be final.

Signatures of Authorized representative of travel agency

Date:

Full Name:

Seal: