



**डा बी आर अम्बेडकर राष्ट्रीय प्रौद्योगिकी संस्थान, जालन्धर**  
**Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY, JALANDHAR**  
जी टी रोड बाईपास, जालन्धर-144027, पंजाब (भारत)  
**G T Road Bypass, Jalandhar-144027, Punjab (India)**  
(An Institute of National Importance)

Ref. No. NITJ/STORE/1300

Dated: 01.07.2022

**Expression of Interest for Empanelment of Car Hiring/Taxi Operator Agencies**

Dr B R Ambedkar National Institute of Technology, Jalandhar, a CFTI under Ministry of Education, Government of India, imparting Technical Education and engaged in Research Activities, hereinafter referred as NITJ, requires taxi/car services for visiting faculty/officers and faculty/officers on tour mostly within the state of Punjab. The trips could be as short as pick and drop services to airport/railway station/hotel or it could be upto 2-3 days out door visit to places within Punjab with overnight stays. On certain days no taxi may be required and on others upto 10 – 15 taxis could be required. NITJ campus is located at GT Road Bypass, Jalandhar. Annual turnover could be upto Rs. 20 lakhs.

Sealed Bids are invited for the following items subject to the terms and conditions from the reputed taxi/car service providers. The quotations in the firm's Business letter head should be addressed to the "Director, NIT, Jalandhar". The envelope shall be super scribed with the "EXPRESSION OF INTEREST FOR PROVIDING TAXI SERVICES TO NIT JALANDHAR".

<b>Eoi No.: NITJ/STORE/02-2022</b>	
<b>Published Date</b>	<b>01.07.2022</b>
<b>EMD Submission end date</b>	<b>21.07.2022 till 12.00 hours</b>
<b>Bid submission start date</b>	<b>01.07.2022</b>
<b>Bid submission end date</b>	<b>21.07.2022 till 12.30 hours</b>
<b>Bid opening date</b>	<b>22.07.2022 at 12.30 hours</b>

**IMPORTANT NOTES: -**

- 1. Detailed Terms and Conditions are available in this document. The bid document can be downloaded from the CPP Portal. The complete document for the Expression of Interest is also available on Institute's website [www.nitj.ac.in](http://www.nitj.ac.in). Expression of Interest bids only through post/courier/by hand will be accepted.**
- 2. NITJ reserves the right to accept/reject any/all bids in part/full without assigning any reason thereof.**
- 3. Any changes / corrigendum/extension of opening date in respect of this Eoi shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.**

**Place : Jalandhar**  
**Date : 01.07.2022**

**Sd-**  
**Registrar**

## INSTRUCTIONS TO THE TAXI/CAR SERVICE PROVIDERS

The bids shall be submitted in accordance with these instructions and any bid not confirming the instructions as under is liable to be rejected straightaway. These instructions shall form the part of the bid and contract.

Sr. No.	Name of the work	Eol Bid Fee	EMD
1	Empanelment of hiring of Taxi/Car service providers for providing Taxi/Car services to Dr B R Ambedkar National Institute of Technology, Jalandhar	Rs.500/-	Rs.10,000/-

**The Bidders are required to submit two separate Demand Drafts (Bid fee and EMD) as detailed under:**

- (i) **Eol bid fee of Rs. 500/- in the form of DD in favour of Director, Dr B R Ambedkar NIT, Jalandhar must be submitted**
- (ii) **EMD of Rs. 10,000/- in the form of DD in favour of Security Account, Dr B R Ambedkar NIT, Jalandhar must be submitted.**

Bids for Expression of Interest should reach at following address before the last date of receipt and time:

**Kind Attention: Assistant Registrar (Store Section)  
Director,  
Dr B R Ambedkar National Institute of Technology,  
GT Road Amritsar Bypass, Jalandhar-144027, Punjab (India)**

The bids will be opened by the committee duly constituted for the purpose on due date and time.

1. All the bids/enquiries should be addressed to the Director, Dr B R Ambedkar National Institute of Technology, Jalandhar.
2. In case of non-compliance of instructions and all the terms & conditions, the offer will not be considered.
3. Bids received after the due date will not be considered unless the date is extended.
4. While submitting the bids for Eol, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid is liable to be summarily rejected. If any Bidder stipulates any condition of his own, such conditional bid is liable to be rejected.
5. Director, NITJ, reserves the right to reject any bid wholly or partly without assigning any reason.
6. All the Eol documents & Financial Bid to be submitted as per this Eol are to be signed by the bidder.

7. Bids received physically through courier/post/delivered personally will only be considered.
8. No doubt/clarification pertaining to this EoI by any Bidder shall be entertained after **08.07.2022** by the Institute.

**Registrar**

## **GENERAL TERMS & CONDITIONS**

### **Terms and Conditions governing Empanelment of Car Hiring Agencies/companies:**

1. The rates quoted should be on unit basis and valid for a period of 01 year. Taxes and other charges should be quoted separately, considering exemptions, if any.
2. The agency should have its office in Jalandhar and should have 3 years of experience in the field of transport service. Also, they should have a minimum of 1 year of experience during the last 3 years in providing car hire services to reputed public-sector undertakings/ Government or semi-government organizations/ Commercial banks/ reputed private corporations, etc. Documentary evidence may be attached.
3. The agencies should have reasonable size of fleet of vehicles i.e. the firm should have the capacity to arrange 10-15 vehicles per day when required. The Bidders are hereby informed that NITJ will arrange inspection of their Office Premises and infra-structure facilities of Bidder through a Committee of Officials of NITJ and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders in providing satisfactory and efficient services required in this Document. The report shall be taken into account for the purpose of qualification of Technical Bid of Bidders. The decision of NITJ in this regard shall be final and binding on the Bidders.
4. The agencies shall ensure that the cars must have valid papers including, R.C Book, PUC, Insurance, road taxes, emission test etc. and the drivers deputed must have valid driving license as per RTO guidelines.
5. The agencies should have applicable tax registrations (PAN, TIN, VAT, CST, GST etc.) supported by documentary evidence.
6. The agencies should be registered under Shop & Establishment Act and have necessary certificate to run Tours and Travel services.
7. All the cars shall strictly be of commercial nature i.e. they must be registered with the R.T.O as a commercial vehicle. Documentary evidence of Taxi permits shall be attached.
8. The Hiring Agency or its agents / employees / drivers committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the Institute, shall render itself liable for summary termination of the agreement forthwith without any notice or any compensation in lieu thereof.
9. For local cars taken on hire, the distance covered will start from the place of commencement of journey and would terminate at the place where the car is left after the completion of the Journey.
10. The agencies must own cars as indicated in Annexure-II i.e. Financial Bid. The agencies accordingly have to quote rates for all the models of taxis given in Annexure-II, otherwise it will be construed that the model of taxi is not available with them, hence not eligible.
11. The agencies should ensure that the cars provided are not more than five years old.
12. Since this is empanelment contract based on competitive bid received, the lowest rates would be applicable for awarding the contract. The rates will be informed to the vendors participating in the Financial Bid only after qualifying in Technical Bid. The Institute reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

### **13. EARNEST MONEY DEPOSIT and BID FEE:**

- 13.1 The bids shall be accompanied by an Earnest Money Deposit of Rs. 10,000/- (Ten Thousand only) in the form of Demand Draft of any nationalized bank. The validity of the Demand Draft must be up to 3 (three) months starting from the date of submission of the bids. The Demand Draft shall be in favour of Security- Account, Dr B R Ambedkar NIT, Jalandhar. Demand Draft of Rs. 500/- as Bid fee must also accompany in favour of Director, Dr. B R Ambedkar NIT, Jalandhar
- 13.2 If the bidder is exempted for payment of EMD as NSIC/MSME registered bidders, then bidder is required to submit NSIC/MSME exemption certificate for same. The Certificate must be valid as on last date of submission of bid.
- 13.3 This empanelment contract is based on two bid system. The Technical Bid (**as per Annexure-I**) and Financial Bid (**as per Annexure-II**) are required to be sealed in separate envelope and these two envelopes should be put in a Larger Size Envelope and should be sealed and sent to this office by due date. Incomplete bids in any aspect will be summarily rejected.
- 13.4 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Institute in respect of any previous work shall be entertained.
- 13.5 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited.
- 13.6 The bids without Earnest Money and Bid Fee shall be summarily rejected.
- 13.7 No claim shall lie against the Institute in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit. No interest shall be paid on the earnest money deposit. The EMD submitted by the unsuccessful bidders would be refunded within one month of the finalization/identification of the bidder/contractor.
- 13.8 The bid security (earnest money deposit) may be forfeited:
  - 13.8.1 If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
  - 13.8.2 In case of successful bidder, if the bidder
    - 13.8.2.1 Fails to execute the order in accordance with the terms of the bid document
    - 13.8.2.2 Fails or refuses to honor his own quoted prices or part thereof.
    - 13.8.2.3 In such case, the bidder is also liable to be debarred for participation in future bids.

### **14. VALIDITY OF BIDS**

- Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.

### **15. PREPARATION AND SUBMISSION OF BIDS**

- The bid document, along with terms and conditions is available on the CPP Portal and the Institute website i.e. [www.nitj.ac.in](http://www.nitj.ac.in) >> Tenders. The bidders can log on to the website and see the complete bid document.
- Name, complete address (location of the office) of the bidder with telephone No., Fax No. & Email must be mentioned in the bid document.
- The bid must be quoted duly typed on the letter heads of the bidder duly mentioned full address, GST No./ PAN No./ TDS No. / TIN No. and must be in a sealed cover which should

be superscribed "EXPRESSION OF INTEREST FOR PROVIDING TAXI SERVICES TO NIT JALANDHAR Eoi No. **NITJ/STORE/Transport/02-2022**".

- Incomplete offer (details missing) will not be considered.
  - The Bidder should quote rates as per the Financial Bid (**Annexure-II**) in Indian Rupees.
16. NITJ reserves the right to accept or reject any bid without assigning any reason whatsoever.
  17. Payment will be released on fortnightly basis against pre-receipted bills after rendering satisfactory services.
  18. This office will bear the parking charges/passengers tax etc., if any, paid while performing duties of this Institute.
  19. The contract can be terminated at any time without assigning any reason by giving a notice of one month by either party.
  20. Police verification of the drivers deployed with the vehicle on monthly/ regular basis has to be ensured by the successful bidders.
  21. The firms should have the arrangements for repairing their vehicle in a short time and during the repair time, the firm should provide a substitute vehicle of same model/level immediately so that there is no inconvenience/disruption in the work of this Institute. In case the contractor fails to provide substitute vehicle within two hours of failure, a penalty of Rs.50/- per hour shall be levied in addition to deduction of monthly charges on pro-rata basis.
  22. In case, there is a delay of more than 20 minutes from the receipt of telephonic orders in reaching the desired destination, a penalty of Rs.50/-per 15 minutes' delay shall be imposed on the firm.
- 23. EVALUATION CRITERIA:**
- (i) **Technical Bids:** The Technical Bids will be opened & evaluated with reference to the Eligibility Criteria mentioned in this Tender Document.
  - (ii) **Financial Bids:** Financial Bids of only those vendors who have been shortlisted after opening of the Technical Bids shall be opened. The vendor would be evaluated as per the criteria prescribed in this Bid Document and the award would be given to the lowest bidder based on the rates quoted (excluding taxes).

**Signature of the tenderer with stamp and date**

## **General guidelines/instructions to be followed by Hiring Agencies**

- 24.** The car should be kept clean and maintained in running and trouble-free condition. It must be washed and be provided with proper seat covers.
- 25.** The driver in clean uniform must report for duty at the specified time and place. (i) He should be polite, courteous and service oriented at all times. (ii) The driver must always be available at the place where the car is parked. (iii) The drivers will carry out the orders given by the authorized officers of the Institute and will also observe the rules and regulations of the Institute regarding safety and security. They should be periodically trained/updated on rules/regulations of etiquette and communication. (iv) The driver should have a valid driving license, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving license from time to time will be the sole responsibility of the Agency. (v) The driver must carry a placard depicting particulars of the arriving Guest /Officer at the Airport / Railway Station, etc. (vi) The driver should not claim any tips from the guest.
- 26.** The driver should maintain a proper record of start and end kilometer on a daily basis and get the same authenticated by the user officer/staff indicating therein his full name and designation. The trip-sheets must mandatorily note the route in which car has travelled, failure of which could attract penalty.
- 27.** The car hiring agency should convey without fail the car details i.e. Car make & colour, Car Registration No., Driver's Name and his mobile number to the Booking Section, Transport Wing, NITJ and to the user of the car by a telephone call and/or through an SMS respectively, reasonable time prior to start of journey.
- 28.** The agency would be solely responsible for ensuring the compliance to rules/regulations formed by the Central and State government in respect of traffic, registration etc.
- 29.** The agency shall also be required to provide taxi on short notice from the Institute (say within an hour in case of emergency). In case the transport provider fails to provide taxi on our request either verbal or written, the Institute shall be free to remove the transport provider from the panel of approved transport providers.
- 30.** In case the contractor is not able to provide the category of car for which booking has been made by the Institute, the contractor can provide higher category of vehicle. However, payment will be made for the category of vehicle booked by the Institute. In no case, the Agency would be allowed to provide a car of lower category.
- 31. Settlement of dispute by Arbitration:** All disputes and differences of any kind in this regard shall be referred to the Director, NIT, Jalandhar for settlement who shall state his decision in writing, which will be binding on both the parties. In case any legal dispute is raised, the same will be settled in the Courts falling under the jurisdiction of Jalandhar only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.
- 32.** The Contractor shall ensure compliance of the provisions of Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act 1948 and applicable laws, while engaging labourers for the aforesaid work.
- 33.** The persons engaged by the transport providers will be the employees of the Contractor and

neither the Contractor nor the labourers shall have any right to claim any employment in the Institute.

- 34.** The contractor shall ensure that the taxis provided by him are registered under Motor Vehicle Act 1988 as revised from time to time and also follow latest Road Safety rules and regulations. (i) The successful bidder shall execute an agreement with the Institute on stamped paper (One Hundred Rupees non-judicial stamp paper) within one month of receipt of letter of acceptance. However, the issue of letter of acceptance by the Institute shall itself be considered as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract. Normally, the contract will be valid for one year, renewable after due performance appraisal of the service provider. The contract can be renewed for a maximum period of three years, one year at a time on mutually agreeable terms and conditions. ii. The stamp duty on the Agreement shall be borne and paid by the operator.
- 35.** The rates offered by the bidders and acceptance by the Institute, will remain valid, for a period of one year, where after they may be reviewed at the time of renewal of the contract provided any major changes occur in labour laws or Govt. decision affecting fuel pricing etc. However, this can be done only with the permission of the Director, NIT Jalandhar.
- 36.** The sealed bids will be accepted till the schedule time and date as referred to. Alternatively, the bids may be sent by Registered Post/Speed Post/ Courier/in person addressed to the Institute as to reach before the scheduled last day and time. The bids received thereafter shall not be entertained.
- 37. Taxes:** As per the Indian laws, taxes, as applicable, will be deducted at source and a certificate for the same will be issued to the contractor.
- 38. Indemnification:** The contractor shall indemnify the Institute for any loss or damage caused by the driver/s deployed by the contractor that occurs to persons or building or third party during the period of contract. In absence of the above, the Institute reserves the right to recover the cost of loss or damage suffered by the Institute from the pending or subsequent bill of the contractor.
- 39. Prevention of Sexual Harassment of women at work place:** The Contractor / Agency shall be solely responsible for full compliance with the provision of "The Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013 a. In case of any complaint of sexual harassment against its employee, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect to the complaint. b. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Institute shall be taken cognizance of by the Women Cell of the Institute. c. The contractor shall be responsible for any monetary Compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Institute's employee, if sexual misconduct or violence by the employee of the contractor is proved. d. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
- 40.** The Hiring Agency or its agents / employees / drivers committing any breach of terms and



conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the Institute, shall render itself liable for summary termination of the agreement forthwith without any notice or any compensation in lieu thereof.

**41.** The contract under this expression of interest shall be interpreted as per Indian Laws and shall have exclusive jurisdiction of Jalandhar Court.

**42.** All penalties shall be subject to a maximum of 10% of the value of contract and in case, the amount of penalty crosses the ceilings, the contract awarded shall be terminated with due notice.

**43. RIGHT OF ACCEPTANCE:**

- The Institute reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the highest or any specific bids. The decision of the Institute in this regard shall be final and binding.
- Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- The competent authority of the Institute reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this shall be binding on the bidders.
- In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the competent authority of Institute reserves the right to award the contract to the next bidder or any other outside agency.
- The Institute shall terminate the Contract if it is found that the Contractor was black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc. In such case, the Contractor is also liable to be blacklisted by the Institute.

**44. CURRENCIES OF BID AND PAYMENTS**

- The Bidder shall submit his price bid / offer in Indian Rupees and payments under this contract will be made in Indian Rupees.

**45. CONFIDENTIALITY**

- The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Institute's business or security arrangements and/or business of the Institute. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of Institute's information.

**46. CONTRACTOR'S LIABILITY**

46.1 The Contractor shall completely indemnify and hold harmless the Institute and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor.

46.2 The Contractor shall not Sub-Contract, transfer or assign the contract or any other part thereof without prior written permission of the Institute. In the event of the contractor contravening this condition, the Institute shall be entitled to place the contract elsewhere on the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the Institute may sustain in consequence or arising out of such replacing of the contract.

**47.** In case of any dispute, decision of the Director, NITJ will be final.

**Registrar**

## **BID SUBMISSION DETAILS**

The bids (complete in all respect) must be sealed in a single Big Envelope/Cover with two Envelope/Covers (COVER-I and COVER-II) inside as explained below: -

### **COVER-I**

(Annexure-I, Proforma for Technical Bid duly signed and accompanied with all relevant documents)

### **COVER-II**

(Annexure-II, Proforma for Financial Bid duly signed)

All the documents have to be signed by the bidder.

**Registrar**

## Proforma for furnishing TECHNICAL BID

1.	Name of the Bidder and name of the firm/company	
2.	Full Postal Address	
3.	Telephone Nos./ Mobile Nos/	
4.	E-mail	
5	PAN Account No. (copy of PAN Card should be attached)	
6.	GST No. (copy of GST registration certificate should be attached)	
7.	Constitution of Firm (Tick the appropriate one)	Individual
		Sole Proprietorship
		Concern
		Partnership Firm
		Public Ltd. Company
	Private Ltd. Company/PSU	
7.	EMD Demand Draft No. and Date	
	Issuing Bank Details	
	Amount	
8.	Details of the organizations served with similar services, as per the tender document (Copy of Work Order/Satisfactory report from the organization to be attached)	i. ii. iii. ....

Sr. No.	Name & Address of the Organization served	Name & Phone No. of the Contact Person	Annual cost of Contract	Since wen the services are being provided

**UNDERTAKING**

- I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
- The rates quoted by me are valid and binding upon me for the entire period of contract.
- I/We give the rights to the competent authority of the office of the Dr. B. R. Ambedkar NIT Jalandhar to forfeit the Earnest Money/Security money deposit by me/us if any delay or failure occur on my/agent's part or fail to abide by the provisions of the contract.
- I hereby undertake to execute the work as per direction given in the tender document/supply order within stipulated period.

Date :-

**(Signature of the Bidder)**

Place:-

**Designation:  
(Office seal of the Bidder)**

## Proforma for furnishing FINANCIAL BID

S. No.	Details	Hatchback Cars [1+3 seaters] (Swift, Ritz, Indica, Etios Liva or equivalent)		Sedan Cars [1+3 seaters] (Swift Dzire, Indigo, Etios or equivalent)		SUV [1+6 seater] (Innova, Ertiga or equivalent)		Tempo-Traveller (14 seater)		Bus (50 seater)	
		Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC
1	<b>Local Journey</b>	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate
1.1	(Local) Upto 80 Kms and upto 08 hours										
1.2	Extra Km										
1.3	Jalandhar railway station (Cantt./City) Pick-up and drop							-	-	-	-
1.4	Amritsar Airport Pick-up and drop							-	-	-	-
2	<b>Outstation</b>										
2.1	Plain Area per kms										
2.2	Hill Area per kms										
2.3	Night Halt Charges (after 10 pm)										

Taxes (if any) are to be mentioned separately.

Rates quoted in any other manner than the above will be summarily rejected. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Yours faithfully,

( \_\_\_\_\_ )  
**Signature of Bidder**  
**(Capacity in which signing)**

**Seal of Firm**