

**Notice Inviting Quotation (e-procure mode)**  
**Faculty of Management Studies**  
**University of Delhi**  
**Delhi – 110007**

Dean, Faculty of Management Studies, University of Delhi, on behalf of the Registrar, University of Delhi, Delhi – 110007 invites Online Tender through Two bids system (Technical Bid + Documents and Financial Bid) from Companies or Company appointed vendors for the provider of hire taxi with driver for one year (extendable further for one year on satisfactory report). Taxi services will be utilized for visiting, Delhi University Departments, College meetings, North Campus, South Campus and day to day office use in the Faculty of Management Studies, North Campus, University of Delhi, Delhi – 110007 as per details given below:

<b>Details of items</b>	Taxi service with driver on monthly basis for one-year 2022-23, extendable by one year after satisfactory report from FMS, North Campus, University of Delhi. Vehicle Model (Innova or Ertiga with A/C) vehicle Model should not be older than 5 years.
<b>Earnest Money Deposit (EMD) to be submitted in the FMS</b>	Earnest Money Deposit of Rs. 10,000/- is to be submitted along with the tender document in the format of A/C payee Banker's Cheque/Demand Draft drawn in favour of The Registrar, University of Delhi payable at Delhi. The Earnest Money Deposit of parties, whose rates are not approved, will be returned within 60 days upon finalization of the tender. Scanned Copy of EMD document should be attached with technical Bid.
<b>Issue of Tender Document</b>	The complete bid document can be downloaded from the University website: <a href="http://www.du.ac.in">www.du.ac.in</a> , or from the Central Public Procurement Portal: <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> vendors are required to submit Item Rate BoQ as per Annexure – I (online only). Physical submission of Financial Bid will not be entertained.

**Physical submission of bids shall not be accepted**

<b>A)</b>	Date of commencement of e-tender documents	Date:03/02/2022, time 5:15 pm
<b>B)</b>	Last date and time for submission of bids on <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>	Date:24/02/2022, time 5:00 pm
<b>C)</b>	Date and Time of opening Technical bids	Date:28/02/2022, time 03:00 pm
<b>D)</b>	Date and Time of opening Financial bids	To be announced after technical evaluation
<b>E)</b>	Address for Communication, and place of opening of bids.	Computer Centre, Faculty of Management Studies, University of Delhi, Delhi – 110007

## **Bidders have to upload:**

- (i) Signed and scanned copy of EMD Banker's Cheque/Demand Draft.
- (ii) ITR for last 3 years.
- (iii) GST Certificate
- (iv) PAN Number.
- (v) Client satisfactory certificate from at least three Organizations in last three years.
- (vi) Vehicle Registration Certificate, Vehicle Insurance and Non-Pollution Vehicle certificate.
- (vii) Tender Acceptance Letter (Annexure-II).
- (viii) Financial Bid BoQ (Annexure-I) online in Excel format only.
- (ix) Undertaking that the driver to be deputed for the vehicle does not have criminal / immoral background.

## **Terms & Conditions**

1. Conditional bids shall not be accepted.
2. Intending bidders are advised to visit University website [www.du.ac.in](http://www.du.ac.in) and CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) at least 3 days prior to closing date of submission of tender for any corrigendum/addendum/amendment.
3. The rates to be approved in this tender shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract. In case the price of petroleum/diesel increases or decreases, the rates offered will not be changed. No escalation will be considered at any point of time during the contract.
4. The Drivers engaged should be broadly aware of the major route of Delhi/New Delhi/NCR and should have valid driving license to operate the taxi, issued by the Transport Authorities & other documents like Road Tax clearance, insurance certificate, pollution control certificate etc. should be valid and in existence for vehicle quoted.
5. In case of any break down while on journey, the bidder shall be liable to make alternative arrangements immediately failing which, the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the bidder.
6. Applicable taxes should be mentioned separately in the Invoice(s)
7. All charges towards repair/service, salary of the drivers/ helpers petrol/diesel expenses, as well as any other expenses incidental on operation and maintenance of the hired vehicles (w), if any would be borne by the bidder.
8. The contract can also be terminated with immediately if the approved vendor dishonors the contract in any way, then the security amount deposited shall be forfeited.
9. The University reserves the right to terminate the contract at any time without assigning any reasons thereof.
10. The University will not be responsible for any challan/Penalties, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the bidder.
11. An Undertaking shall be submitted by the bidder on its letter head that Drivers deputed do not have any criminal/immoral background.
12. The vehicle shall carry first-aid-box, tissue paper, stepney (Spare Tyre), toolbox etc.
13. The tenure of the contract will be valid for one year will be extendable upto another one year on the satisfactory performance of service provided by the vendor.

**Dean, FMS**

**ANNEXURE- I**

**Financial Bid (BoQ)**

Validate

Print

Help

se BoQ

Tender Inviting Authority: The Dean, Faculty of Management Studies, University of Delhi

Name of Work: To provide hire taxi with driver on monthly rate basis (2400 Km & 240 Hours) at Faculty of Management Studies, North Campus, University of Delhi. Vehicle Model (Innova or Ertiga) should not be older than 5 years.

Contract No: FMS/e-Tender/01/2022

Bidder Name :

**PRICE SCHEDULE**

( This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	RATE with Applicable taxes in Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	7	16	17
1	To provide hire taxi with driver (2400 Km & 240 Hrs)					
1.01	Monthly Rate for specified vehicle (With Driver)	1	Nos		0.00	INR Zero Only
<b>Total in Figures</b>					<b>0.00</b>	INR Zero Only
Quoted Rate in Words					<b>INR Zero Only</b>	

**Note: This image is for demonstration purpose only. BoQ has to be submitted in specified Excel format (Online Only). Hard copy of Financial Bids shall not be entertained.**

**ANNEXURE-II**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

To  
The Dean  
Faculty of Management Studies  
University of Delhi -110007

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work:-

To provide Taxi service with driver on monthly basis for one year 2022-23 extendable by one year after satisfactory report for FMS, North Campus, University of Delhi. Vehicle Model (Innova or Ertiga with A/C) vehicle Model should not be older than 5 years.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization would also be taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)