

Sl. No. _____	Tender Document to be put in the Tender Box kept in NIOS Regional Centre, Prayagraj
Cost of Tender of Rs. 200/- (Rs. Two Hundred Only) deposited through Draft No. _____ dated _____ for Rs. _____ drawn on _____ (name of the Bank) in favour of "Secretary NIOS" Payable at Prayagraj.	Date and time for submission of sealed Tender: 04.06.21 to 10.06.21 upto 17.30 Hrs.
	Date & time for opening of the Technical bid: 11.06.2021 at 14.00 Hrs.
	Venue for opening of Financial & Technical Bid(s): National Institute of Open Schooling Regional Centre Prayagraj, 19/17, K. G. Marg, Kutchery Road, Prayagraj -211002



National Institute of Open Schooling (NIOS)

(An Autonomous Organisation under Deptt. of School Education & Literacy,
Ministry of Education, Govt of India)

19/17, Kasturba Gandhi Marg, Kutchery Road, Prayagraj – 211002 (U. P.)

TENDER FOR PROVIDING COMMERCIAL TAXI SERVICES

National Institute of Open Schooling (NIOS) is an autonomous organization of the Deptt. of School Education & Literacy, Ministry of Education (MoE), Govt. of India. It provides education opportunities for Secondary and Senior Secondary levels and also for Vocational courses to persons who wish to study further and qualify for a better tomorrow. The mission of NIOS is to provide education to all with special concern for girls and women, rural youths, working men and women, SC and ST, persons with disability and other disadvantaged persons who for one or the other reason could not continue their education with the formal system. NIOS operates through a network of Twenty Two (22) Regional Centres and Three (3) Sub-Regional Centres and about three thousand Accredited Institutions (Als) commonly known as Study Centres in India. NIOS is the largest open schooling system in the World.

01 INSTRUCTION TO BIDDERS:

- National Institute of Open Schooling (NIOS) invites sealed tenders from the reputed and experienced Taxi Operators/Agencies for hiring of Commercial Taxi Services in two bid system (TECHNICAL AND FINANCIAL BID) initially for a period of one year which can be extended for a further period of one more year on mutual consent. The proposal must be submitted in two separate envelopes, first one envelop should contain "Technical Bid" appended at Annexure-I along with EMD of Rs. 5,000/- (Rupees Five Thousand only) in favour of Regional Director, NIOS, Prayagraj, payable at Prayagraj. The cost of the tender document of Rs. 200/- (Rupees Two hundred only) in the shape of Demand Draft from any Nationalized Bank in favour of the Secretary, NIOS payable at Prayagraj and second one envelop should contain "Financial Bid" after quoting the lowest rates in Annexure-II. Both the envelopes

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should be sealed properly and submitted in a single cover super scribed "Tender for providing Commercial Taxi Service" addressed to:

The Regional Director

National Institute of Open Schooling (NIOS)
Regional Centre, Prayagraj,
19/17, Kasturba Gandhi Marg, Kutchery Road
Prayagraj - 211002 (U.P.)

The Tender may be dropped in the sealed tender box meant for the purpose kept at Regional Centre, Prayagraj.

- (ii) The tender document can be obtained at Regional Centre, Prayagraj 19/17, K.G. Marg, Kutchery Road, Prayagraj after payment of tender document fee in the form of DD of Rs. 200/-.
- (iii) The anticipated annual business shall be around Rs. three lacs approx. The successful tenderer shall be required to submit security deposit of Rs. 5,000/- (Rupees Five thousand only) by way of Demand Draft drawn in favour of "Regional Director, National Institute of Open Schooling, Prayagraj" within fortnight after receipt of award letter as interest free security deposit for ensuring good performance and for security purposes which shall be released at the time of expiry/non-renewable of the contract. On receipt of security deposit. EMD of the successful tenderer shall be returned without any interest. In case, work is awarded to more than one agency, the amount of Security deposit shall be equally divided amongst agencies which shall have to be deposited by the agencies to NIOS.
- (iv) The intending tenderers are advised that the Financial Bids of only those tenderers shall be opened whose Technical Bids are found meeting the eligibility criteria. The Technical Bids of only those tenderers who have deposited the requisite Earnest Money in an acceptable form i.e. by way of Demand Draft in favour of the Regional Director, NIOS, Prayagraj shall be opened. The tender document shall be opened at given date and time. No interest shall be paid on EMD.

02 SCOPE OF WORK:

Local Journey (Monthly Basis): - (The Journey performed in Prayagraj district will be treated as local journey)

NIOS requires vehicles for local journey 'on monthly hire basis' from the Taxi Operators/Agencies for the official use of full day service during office hours (8.00 AM to 8.00 PM) (upto 3000 KM in a month) for its Officers and for outside Experts who are called to attend for various Meetings, Seminars, Workshops, Local visit of Study Centres, Examination Centres, State Government Office etc. Only registered Taxi Operators/Agencies having experience in the tour and travels business and competent to provide requisite numbers of vehicles at a short notice needs to apply.

Local Journey (As per requirement Basis): - (Journey performed under Prayagraj)

For vehicles will be required at the time of actual requirement irrespective of day and night. Area of field duty will be within Prayagraj only. There is no commitment from the NIOS regarding the number of vehicles to be hired on minimum KMs. To be run in case it is hired on requirement basis.

Outstation Journey : - (Minimum 250 km per day outside the Prayagraj)

For Outstation Journey vehicles will be required at the time of actual requirement irrespective of day and night. Area of field duty will be through out U.P. and all over India. Taxi Operators/Agencies will ensure that taxes, if any, must be paid for the taxi being sent to adjoining areas and out station for NIOS.

The vehicle should report to NIOS, Regional Centre, Prayagraj. There will be no dead mileage. The KM's for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting i.e NIOS, Regional Centre, Prayagraj for duty and to the point of vehicle released. No mileage will be allowed to Drivers.

03 ELIGIBILITY CRITERIA:

- (i) Agency should be registered under the State Govt. or any other Act as applicable for the trade.
- (ii) Agency should have at least 3 years relevant experience of providing taxi services to various reputed organizations preferably to Government/Public Sector Undertakings/ Autonomous bodies.
- (iii) Agency should have minimum average Annual Turn-over of Three Lacs per-year during the last 3 years (enclose Annual Turnover Certificate from a Chartered Accountant).
- (iv) Agency should have filed IT returns for the last three Assessment Years.
- (v) Agency should be able to provide required no. of vehicles preferably 05-10 vehicles at a time.

04 TERMS & CONDITIONS OF THE CONTRACT:

EARNEST MONEY:

- i) Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees five thousand only) in the form of Bank Draft in favour of Regional Director, NIOS shall be required to be enclosed with the technical bid of the tender, failing which the tender will be summarily rejected.
- ii) Earnest Money Deposit of tenderers who have not been selected will be refunded within one month from the date of award of work to the successful firm(s) on receipt of a written request from the tenderers. No interest on the Earnest money/Security Deposit will be paid.

SECURITY DEPOSIT:

The successful tenderer will have to deposit security deposit of Rs. 5,000/- (Rupees Five thousand only) by way of Demand Draft drawn in favour of "Regional Director, National Institute of Open Schooling, Prayagraj" within fortnight after receipt of award letter as interest free security deposit for ensuring good performance and for security purposes which shall be released at the time of expiry/non-renewable of the compact. On receipt of security deposit, EMD of the successful tenderer shall be returned without any interest. In case, work is awarded to more than one agency, the amount of Security deposit shall be equally divided amongst agencies which shall have to be deposited by the agencies to NIOS.

OPENING OF TIENDER:

Technical bid will be opened by the duly constituted Committee on date and time specified above in presence of the tenderers/their authorized representatives who wish to be present. No separate intimation will be sent for this purpose. Financial bid of those tenderers, who

have qualified in the Technical bid, will be opened separately and date of opening will be informed to the tenderers accordingly.

The Regional Director, NIOS, reserves the right to accept or reject any or all the offers without assigning any reasons whatsoever. No agency has any right for award of contract on the basis of his tender and rates quoted therein.

AWARD OF CONTRACT:

NIOS shall have the right to award the contract of hiring taxi services to the selected agencies initially for a period of one year which shall be extendable further for a period of one more year on the same rates and terms and conditions if their performance is found satisfactory.

NIOS shall also have the right to consider award of contract of hiring taxi services to such other agencies which did not participate in the tender process and are interested to provide taxi services to NIOS on the approved rates, if they agree to deposit an amount as asked by NIOS towards security deposit.

Rates finalized at the beginning of the contract will remain the same through out the contract period.

PENALTY:

- (i) A penalty of Rs. 100/- per day, per vehicle will be levied on the Taxi operators/ Agencies if the vehicle does not reach in time at the appropriate destination.
- (ii) In case of break down, a penalty @ Rs.500/- per day, per vehicle will be levied in addition to proportionately monthly charges on the Taxi Operator/Agency, if it fails to provide taxi service immediately within one hour at the required place and time.
- (iii) Taxi Operators/Agencies should be in a position to provide standby taxi within an hour of any breakdown, reported telephonically to them. In case of breakdown of a vehicle supplied, the taxi charges till the point of breakdown shall have to be borne by the Taxi Operators/Agencies to complete the trip.
- (iv) In case suitable replacement stand by taxi/vehicle on any breakdown of taxi supplied does not report on time/does not report at all, the NIOS would have a right to hire a vehicle from the market & the additional cost incurred thereon by NIOS will have to be borne by the Taxi Operators/Agencies.
- (v) In case of abnormal irregularities/serious lapses, the matter may be referred to a Committee duly approved by the Competent Authority and decision of the Competent Authority of NIOS in this regard shall be final and binding on the Taxi Operator(s)/ Agencies.
- (vi) In the event of default of any of the conditions stipulated therein the tender document. The Earnest Money/Security Deposit will be forfeited.

PAYMENT:

The payment will be made on monthly basis on submission of pre-receipted bill duly supported by duty slip(s) and duly signed by the Officials/Officers of NIOS along with details of journey claimed by the agency. In the absence of duty slip alongwith the bill, no payment shall be made for that bill.

No advance payment in any case, would be made to the agency.

ARBITRATION:

Any dispute between the Taxi Operators)/Agencies and his Drivers/employees will be resolved by the agencies without any involvement of NIOS in any manner without prejudice to the rights of NIOS.

If any dispute arises between the parties regarding the terms and conditions and within the relation of the contract and execution thereof, the matter shall be referred to an Arbitrators as may be appointed by the Competent Authority of NIOS for arbitration under the Arbitration & Conciliation Act 1996. The Taxi Operators shall not question the decision of the Arbitrators on the ground that the Arbitrators is/are Government Servants. The decision/award of the Arbitrators shall be final and binding on both the parties.

PRICES:

The contract charges include charges of Drivers repair and maintenance of vehicles cost of Petrol/Diesel, insurance of tax etc. and any other incidental expenses.

Actual parking charges, toll taxes, entry taxes/interstate for journeys/service taxes will be reimbursed along with the hiring charges claim Bill.

No request for escalation of rates would be entertained for what so ever reasons, during the contract period.

The Taxi Operators/Agencies shall be directly responsible for the wages, which should not be less than minimum wages prescribed by the Government. Provident Fund, Bonus or any other benefits available under the rules shall also be payable to the employees engaged by the Taxi Operators/Agency. NIOS shall not entertain any such claim of persons employed by the Agency.

OTHER TERMS AND CONDITION OF CONTRACT:

NIOS shall make the payment to the agency on monthly basis after completion of each calendar month. In case, any of the Officer of NIOS reported about unsatisfactory services, appropriate deduction shall be made from the monthly bill. Incase, no further improvement is noticed, the services of the taxi Operator/Agency shall be terminated and security deposit shall be forfeited. The Agency shall be debarred for future works by NIOS. A penalty as decided by NIOS may also be imposed in case of any default in service by the Taxi Operator(s)/Agencies.

The Agency shall be responsible for the good conduct and behaviour of his employees. The Agency shall have to provide the demand of taxi on his own or by providing taxi through other Agencies.

All requirements under various statutory levies including Contract Labour Act Transport Insurance, Income Tax and Service Tax, etc. must be complied by the Taxi Operator(s)/Agencies. The Agency shall be responsible to pay all tax dues/amount directly as decided by court of law or under the rules, etc. NIOS shall have no concern about such payments.

The Agency will also be required to submit an undertaking along with the Technical bid stating that no legal suit/criminal case is pending against its proprietor or any of its Directors for any violation in PF Act/ESI Act/Labor Laws, Road Accidents, Traffic Rules, etc. or having been earlier convicted on the ground of moral turpitude or for violation of any other law and will provide details in case there no any suit / criminal case is pending.

Tax deduction at source(TDS) and other applicable taxes will be deducted from each bill by NIOS.

The Agency shall ensure proper and reasonable precautions during performance of their obligations and in the event of any loss being caused to NIOS on account of negligence/dereliction of duties or performance of their obligations by the Agency or the Agency's staff, the Agency shall be liable to indemnify NIOS for such loss out of the insurance cover or otherwise.

The Driver/staff deployed by the Agency for driving the vehicles should hold valid commercial driving licence and be fit physically and mentally.

The Agency shall obtain adequate insurance cover for the vehicle, his staff and all bonafide passengers of the vehicle supplied pursuant to this tender. Further, the Agency shall be responsible for all injuries and accidents to such staff and bonafide passengers during the course of performance of the Agency's obligations pursuant to the tender.

All the vehicles supplied to NIOS should be fully comply with vehicle fitness requirement in the U.P. and all provisions of Motor Vehicles Act. 1988 and rules made there under including other instructions/requirements issued/specified from time to time.

NOTICE OF TERMINATION OF CONTRACT:

The services of the Agency can be terminated by NIOS without assigning any reason any time during the period of contract.

The services of the Agency can also be terminated without any notice in case of violation of any clause of the contract agreement such as failure to provide required vehicle, poor quality of vehicles, inadequate or untrained manpower provided or anyother violation, wages not paid to the workers or paid less than minimum wages applicable under the Act. In case, the Agency wants to discontinue the work, it will have to serve two months clear notice to NIOS for termination of the contract.

JURISDICTION OF COURTS:

Any legal disputes will be subject to jurisdiction of Prayagraj Court only.

5.PRICE SCHEDULE (TO BE UTILIZED BY THE TENDERERS FOR QUOTING THEIR LOWEST RATES)

The tenderers must quote their lowest rates in the financial bid form appended at Annexure-II.

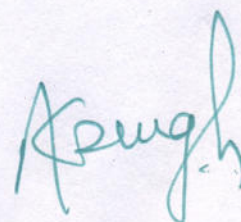
Regional Director

National Institute of Open Schooling

TECHNICAL BID FOR HIRING OF COMMERCIAL TAXI SERVICES

All Columns should be filled and documents should be enclosed in support of information.

Sl. No.	Particulars to be given with Documentary proof	Status (to be filled by the Tenderer)
1	Name of the Taxi Operator/Agency, with Complete Address, Phone Nos.: (0) & (Mob), Email:	
2	Constitution of the Agency Proprietorship/Partnership/Private Limited Company/Public Limited Company	
3	Name & Designation of the key/top official of the Agency with his/her Mobile Number.	
4	Experience for providing taxi services for various reputed organizations preferably to Government/ Public Sector Undertakings/Autonomous bodies. If so, give complete details and attach a copy thereof.	
5	Name of Clients to whom the Agency is presently providing taxi services with their contact person and Mobile Numbers	
6	Minimum average Annual Turnover of the Agency (Annual turnover should be Rupee Three Lacs per year during the last 3 years (a) 2018-19, (b) 2019-20 & (c) 2020-21). (Please enclose copy of Audited statements of three years and Turnover Certificate, from a Chartered Accountant).	
7	IT returns of the Agency for the last three Assessment Years.	
8	Number of vehicles the Agency can provide at a time.	
9	PAN No. GST Registration No.	
10	Details of cost of tender document being submitted herewith	Demand Draft No. Date Bank Amount
11	Details of EMD being submitted herewith	Demand Draft No. Date Bank Amount



UNDERTAKING

I/We submit an undertaking that no legal suit/criminal case is pending against me/us or any of my/our Directors for any violation in PF Act/ESI Act/Labour Laws, Road Accidents, Traffic Rules, etc. or having been earlier convicted on the ground of moral turpitude or for violation of any other law. There is no any suit/criminal case is pending against me/us. If so, please provide complete details of the legal suit/criminal case.

All the terms and conditions as mentioned in the tender document are acceptable to me/us.

**Signature of the Authorized Signatory
with Seal of the Agency**

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National Institute of Open Schooling
FINANCIAL BID FOR HIRING OF COMMERCIAL TAXI SERVICES

To,
The Regional Director
National Institute of Open Schooling (NIOS)
Regional Centre, Prayagraj,
19/17, Kasturba Gandhi Marg, Kutchery Road
Prayagraj - 211002 (U.P.)

Sir,

With reference to your open tender, I/we have gone through the terms and conditions as enumerated in the tender document for providing of Commercial Taxi services and undertake that I/we agree to abide by the terms and conditions contained therein. I/we quote lowest rates towards supply of vehicle(s) as under:

A. Local Journey (Monthly Basis) : - (The Journey performed in Prayagraj district will be treated as local journey)

Duty (Local Basis)	Dezire OR equivalent with AC
Full day service during office hours (8.00 AM to 8.00 PM) (upto 3000 KM per month)	

B. Local Journey (As per requirement Basis): - (The Journey performed in Prayagraj district)

Duty (Local Basis)	Indigo/Zest OR equivalent		Dezire OR equivalent		Innova/Innova Crysta OR equivalent		Tavera OR equivalent	
	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC
40 KM or 4Hrs.								
60 KM or 8Hrs.								
80 KM or 10Hrs.								
Extra P/KM								
Extra P/Hr.								

C. Outstation Journey:- (Minimum 250 km per day)

Duty (Outstation)	Indigo/Zest OR equivalent		Dezire OR equivalent		Innova/Innova Crysta OR equivalent		Tavera OR equivalent	
	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC
Minimum charges for 250 km per day								
Extra Per km								
Night Charges, if any after 10 p.m. onwards (for Driver)								

NOTE:-There will be no dead mileage. The Kilometre for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty and to the point of vehicle released. No mileage will be allowed to Drivers for lunch/breakfast or for drawal of petrol/diesel/CNG., etc.

Signature of the Authorized Signatory
with Seal of the Agency

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