



(An Institute of National Importance under Ministry of Education, Govt. of India)

Melakottaiyur, Vandalur-Kelambakkam Road, Chennai - 600 127

मेलक्कोट्टैयुर, वंडलूर-केलमपाक्कम राड, चेन्नई-600127

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No. IIITDMK/Admin/Taxi/2023/08

25.08.2023

Expression of Interest (EOI)

Empanelment of Taxi Services to IIITDM Kancheepuram

Name of the Work	Empanelment of Services for Providing Taxi Services to IIITDM Kancheepuram at Chennai
Estimated Volume of Business per Annum	Rs. 10.06 lakh per annum (FY : 2022-23)
Duration of Contract	Contract for the period of ONE YEAR with the date of award of contract and with provision to extend the contract for another ONE year extension subject to the satisfactory performance.
Date of Issue/Publishing	25 th August 2023
Closing Date & Time for Submission of EoI	11 September 2023 at 0300 p.m.
Date & Time of opening of EoI	11 September 2023 at 04:00 p.m.
EoI to be submitted to	Hardcopy as Per Tender to be Deposited in Tender Box, Administration Building, IIITDM Kancheepuram
Place of opening of EoI	Administration Building, IIITDM Kancheepuram
Contact Details	Assistant Registrar (Administration) 044-27476312 / 6313
Location of Services	Indian Institute of Information Technology Design and Manufacturing, Kancheepuram (IIITDM), Melakottaiyur, Vandalur-Kelambakkam Road, Chennai – 600127

भवदीय/Yours faithfully,

Sd/-

कुलसचिव/Registrar

Terms & Conditions

1. The Institute requires Commercial Yellow Board vehicles from Cab operators **who is having an experience of not less than 3 years with Government / Institutes /Reputed Organisations.** The Contractors are required to enclose the proof of experience which is mandatory.
2. The rates shall be inclusive of fuel, lubricant and other POL as and when required.
3. The rate shall include all major/minor repairs, servicing of vehicles cost of lubricants and all other consumable required from time to time.
4. The rate shall be inclusive of taxes, duties, incidental charges etc. Any levy / penalty imposed by Central/State/Local Govt. bodies during running of vehicles should also be borne by the Contractor.
5. The rates of hire are inclusive of road tax, Govt. levies and other levies and charges for inspection certificates as per statutory requirement from time to time.
6. Toll Tax, Parking charges will be reimbursed by IIITDM Kancheepuram.
7. GST payable extra (if applicable as per Government instruction).
8. If the vehicle is out of order during running an alternative vehicle in good shape will be temporarily made available to the IIITDM, failing which vehicle will be hired from the Open Market and actual payment made will be recovered from the dues payable to the contractor in addition to non-payment of hiring charges for the journey.
9. The vehicle should be available to the IIITDM with fuel, engine oil etc.
10. The Contractor shall be completely responsible for safe running of vehicle. The IIITDM will not be responsible for any loss, damage, repairs, maintenance or accident to the vehicle.
11. **EMD:** Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand Only) in the form of DD/Bankers Cheque in favour of “The Registrar, IIITDM Kancheepuram payable at Chennai.”
12. The bid shall be valid for 60 days from the date of opening of Tender.
13. Payment of Hire charges will be made once in a month after verification of Trip sheet duly signed by the IIITDM Official, after deducting income tax etc. as per rule.
14. The driver should have a valid driving license and the vehicle should be insured against accident etc. as per rules and statutory obligations.
15. The Vehicle should be in good running condition.
16. The vehicle should be of white / half-white colored in good condition and should not be older than 03 years at the time of opening of tender. Yellow Board vehicles only be provided.
17. The seats of the vehicle should have good and clean cloth covers.
18. The driver should always wear proper uniform.
19. The vehicle shall move as per the direction of Officer travelling or other IIITDM Official as per requirement.
20. The tenderer should submit the following documents along with the tender without which their tender would be summarily rejected:
 - a. **Copy of Registration with appropriate authority for registration of travels**
 - b. **Copy of Income Tax PAN Number**
 - c. **Copy of GST Registration for providing cab services**
 - d. **Experience not less than 3 years (Proof of Work Order)**

21. The lowest rates will be arrived for each line item and the rate list will be prepared based on the rates so arrived and contractors who are willing to agree for the same will be empanelled with the Institute.
22. The Institute will revise the rates if there is increase/decrease in fuel prices in case of the price increase/decrease by 10% from the date of closing of tender.
23. The empanelment is for initially for a period of ONE YEAR and extendable upon satisfactory service for ONE more year. Maximum of empanelment is for TWO YEARS.
24. The empaneled contractor shall not assign or sublet the work or any part of the work to other persons or party.
25. IIITDM has right to reject/terminate the contract without assigning any reason.

Sd/-
Registrar

DETAILS OF THE CONTRACTOR

1. Name of firm :
2. Complete Address :
3. Registration No. :
4. Name of the owner of the firm :
5. Mobile No :
6. Email ID :
7. Pan No./Tax Certificate etc. :
8. GST Registration No :
9. Experience, if any (credential to undertake similar work with Govt. Dept.)

(MINIMUM OF THREE YEARS OF EXPERIENCE IN PROVIDING TAXI SERVICES AS ON DATE OF CLOSING)

EMD Amount	DD NO	DD Date	Bank Name	Branch Name
Rs.5,000/-				

Signature of the Contractor with Seal

PRICE BID

S. No.	Description	Indica		Dzire, Etios, Ikon etc.	Xylo	Innova	Tempo Travellor	Van 18 seater	Bus 40-45 seater
		A/c	Non A/c	A/c	A/c	A/c	Non A/c	Non A/c	Non A/c
I. Local Trips:									
1	3 Hrs and 30 Kms								
2	5 Hrs and 50 Kms								
3	8 Hrs and 80 Kms								
4	10 Hrs and 100 Kms								
5	12 Hrs and 120 Kms								
6	Rate for Extra Km								
7	Rate for Extra Hr								
II. Outstation Trips:									
1	Per Day covering 250 Kms								
2	Extra Km								
3	Driver Bata								
4	Night Halt charges								

- Either extra hours or kilometers will be calculated if crosses within the slab and the next slab rate will be admissible when both exceeds the limits.
- Time and kilometers will be calculated shed to shed.
- Parking charges / Toll charges are payable extra on actuals.
- GST payable extra (if applicable as per Government instruction).

Note:

1. The lowest rate quoted by the contractor in each line item will be taken as a lowest rate and the rate list will be arrived accordingly.

Signature of the Contractor with seal