



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE
DISABILITIES (Divyangjan)**

(Department of Empowerment of Persons with Disability, Ministry of Social Justice & Empowerment, Govt. of India)

East coast Road, Muttukadu, Kovalam (post) Chennai-603 112

Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com Phone: 044-27472113, 27472046.

NOTICE INVITING TENDER FOR HIRING OF TAXIS ON CALL BASIS
FILE NO. NIEPMD/ Pur4 (09)/2023-24

Last date for receipt of Tender Document:	- 1500 Hrs On 11 th Aug 2023
Tender fee	- Rs. NIL
EMD Amount	- Rs. 25,000.00
Date & Time of Opening of Tender Documents	- 04.00 P.M. on 11 th Aug 2023

Tele: 044-27472046/27472113 Telefax: 044-27472389 Email: niepmd@gmail.com

Sd/-
Deputy Registrar (Admin.)

Sd/-
Director



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NOTICE INVITING TENDER FOR HIRING OF TAXIS ON DAILY BASIS

NIEPMD is established at Chennai, Tamilnadu by Government of India to serve as a National Resource Centre to provide various services to Persons with Multiple Disabilities. The institute is intends to made Annual Rate Contract for hiring of Taxies on daily requirement basis.

Sealed quotations are invited from registered transporters / Taxi operators within Chennai for hiring of vehicles for the use of this office on daily need basis for the local journey / outstation journey etc. The said contract will be awarded initially for a period of one year from the date of approval of contract, which may be extended at the discretion of the NIEPMD authorities for further period of two more years on annual performance review basis.

(1) The contract will be governed by the following terms and conditions:-

- (a) The bidder should be a reputed firm/Contractor for providing the services of Taxis with an experience of atleast 2 years for providing the said services in Government Offices / Public Undertakings/ reputed offices. (Attach Proof)
- (b) Bidder should provide certificates of firm registration, PAN No. and Service Tax registration. (Proof to be attached).
- (c) The tenderer must have a well-established Office located within a radius of 10 to 15 Kilometres from NIEPMD, Muttukadu Chennai. (Proof to be attached)**
- (d) The rates quoted in response to the tender notice will considered as base rate. However, NIEPMD committee will be review the rate on each quarter based on fuel hike in the market. Based on percentage of hike / drop in fuel price will be applicable on hiring rates. However base price offered will remain unchanged. In case of extending the contract further the base price can be revised on the discretion of NIEPMD authorities.
- (e) There is no guarantee of hiring of any specific number of vehicles daily. The agency shall have to provide as many vehicles as may be required by NIEPMD at a particular point of time, even at short notice. The services should be available round the clock. The firm must have a 24 hours working telephone system so that the requirement of vehicle can be met at short notice at odd hours or on holidays etc.
- (f) The drivers should have mobile phones so that they could be contacted on requirement. However mobile charges **will not** be reimbursed by the NIEPMD.
- (g) The drivers of the vehicle should have valid driving license from the appropriate authority and be well experienced, well-mannered and punctual.
- (h) Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with the hiring charges bill



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on production of receipts. The bills raised by the firm should have all tax registration numbers printed on the bills.

- (i) The Office reserves the right to cancel the contract, at any time, without assigning any reason.
- (j) All the vehicles provided shall have yellow number plate meant for taxis /commercial vehicle along with valid commercial license. The vehicles hired under this contract shall not be used for any other purpose during the period of hire time.
- (k) The vehicle with the driver should be placed at the disposal of NIEPMD as and when required. NIEPMD would be free to use the hired vehicle in any manner for carrying officials, materials etc. as per its requirement and the firm will not have any objection to it.
- (l) No compromise will be made by the Office towards punctuality, cleanliness, obedience, promptness, behaviours etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by the Office, the contract will be cancelled without any notice by the Office.
- (m) The successful bidder shall ensure that the vehicles provided to **NIEPMD** shall be in good mechanical condition and the interior and exterior of the vehicle should be well maintained. The successful bidder shall ensure that there should not be any dent or rust on the car and there should not be any unwarranted noise etc. in the car while driving.
- (n) The successful bidders shall ensure that all documents pertaining to the vehicle provided to **NIEPMD** is kept under the custody of the driver in the vehicle without fail while on duty and **NIEPMD** shall not be put to any inconvenience for any such failure of the bidder. Further, the vehicle should be free from all encumbrances and all taxes and statutory requirements should be fulfilled and related documents to be kept update.
- (o) The tenderer must enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his as an unconditional acceptance of all the terms & conditions.
- (p) The compensation, connected expenses and legal disputes between the firm and the staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the office in no way shall be party to the disputes and will have no liability on this account. It is also the firm's liability to provide wages etc. and follow other statutory obligations as per extant rules.
- (q) The disputes emanating from the contract shall be adjudicated through the sole arbitration of The Director, NIEPMD, Muttukadu, Chennai.
- (r) The office reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this office in this regard shall be final.
- (s) Legal disputes, if any, arising during period of the contract, will be under Chennai court jurisdiction only.
- (t) Any losses or injuries due to road accident etc. arising during the course of engagement of the vehicles for the services to NIEPMD, shall be handled



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fully by the service Provider, NIEPMD or its users will not be involved in any manner and any liabilities arising out of such accidents will be the responsibility of the Service provider alone. The bidder / service provider shall be bound to render complete indemnity to the NIEPMD / NIEPMD users against any liability - criminal or civil arising on account of hiring taxis by NIEPMD.

- (u) NIEPMD will not be responsible for any challan, loss, damage on accident to the vehicle on to any other vehicle or injury.
- (v) In case of breakdown of the vehicle on non-availability on driver, the firm must provide replacement immediately at its own cost.
- (w) The Service Provider should ensure that vehicles provided for hire must be registered under Taxi quota only. Under no circumstances vehicle registered against private quota should be provided.

(2) Payments:-

- (a)** Payment of hiring charges will be made within 30 days after submitting the bills. The bills for the use of vehicles, accompanied by duty slips duly signed by the user with original receipt of parking / toll / entry fee etc. may be submitted to office on weekly basis. TDS will be deducted by the NIEPMD at the time of payment of bills.
- (b)** No advance payment, in any case, would be made to the firm.
- (c)** Bidder will not be allowed to provide any condition for maximum/ minimum usage of any category of vehicles.
- (d)** The calculation of mileage shall be from the reporting point to the relieving point (i.e. NIEPMD) and will not be calculated on garage to garage basis. Distance shall be reckoned / computed from the reporting point i.e. NIEPMD.

(3) *Termination of the Contract*

(a) Notwithstanding any other provisions made in the contract, NIEPMD reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor will not be eligible for any compensation or claim in the event of such cancellation. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and the contractor will be liable for action as appropriate under the extant laws.

(b) Engagement of agency shall stand cancelled in case the agency violates any of the terms and conditions.

(c) Any relaxation in the terms & conditions will be at the sole discretion of the Director NIEPMD



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(4) Procedure for Submission of Tender

4.1 Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.

4.2 The tenders shall be submitted as per the procedures and requirements stipulated therein.

4.3 This tender is based on TWO-BID SYSTEM i.e. Technical Bid and Financial Bid. Therefore, the tender shall be submitted in two parts viz., Cover-A and Cover-B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows:

Cover 'A'

"TECHNICAL BID COVER"

Name of work: *"Tender for Hiring of Taxi Services at NIEPMD, ECR, Muttukadu, Chennai (Technical Bid)"*

Cover 'B'

"PRICE BID"

Name of work: *"Tender for Hiring of Taxi Services at NIEPMD, ECR, Muttukadu, Chennai (Price Bid)"*

4.4 The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as: **"Technical Bid cover"** and **"Price Bid Cover"**.

4.5 Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be super scribed as follows:

"TENDER FOR HIRING OF TAXI AT NIEPMD, ECR, MUTTUKADU"

4.6 The sealed tender envelope shall be addressed to **"The Director, NIEPMD, East Coast Road, Muttukadu, Kovalam (Post), Chennai -603112 (Tamil Nadu)**. The Tender envelope shall contain clearly the name and address of the Tenderer prominently, with Phone Number, email ID and Postal address.

5. Signing the Tender:

"The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The tender shall contain no alteration or additions, except those Tenderer has to comply as per the instructions issued by the Institute. In case it is absolutely necessary to make corrections in the errors made by the tenders, in which case such corrections



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shall be signed by the person or person's signing the tender.

6. Procedure for e-payment:

EMD of Rs. 25,000/- should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with technical bid. Technical bids without EMD and Tender Fee shall not be considered for further evaluation. NIEPMD Bank details are as follows:

A/C No. 761297290

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122

Branch Code: 01176

• **Caution:** Please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS / NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its Bank would not responsible for the same.

“EMD Exemption will be applicable as per Government norms and submitting required document for validation.”

Declaration by the bidder: -

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of Bidder / Authorised
representative:

Name: _____

Position: _____

Address/Phone/Mobile No _____



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CHECK LIST

1.	Proof of office address with 10-15 Kilometres from NIEPMD, Muttukadu.	
2.	Details of EMD Payment	
3.	Tenderer's self-attested copy of the PAN/ TAN card issued by the Income Tax Department with copy of Income-tax return of the last two financial years (If available).	
4.	Self-attested copy of Service Tax Registration No.	
5.	Proof of experience in Taxi service business years along with satisfactory performance certificates from the concerned employers (if Available).	
6.	Name, address of firm/Agency and Telephone numbers.	
7.	Registration No. of the Firm/Agency.	
8.	Name, Designation, Address & Tel. No. of Authorised person of firm/Agency to deal with.	
9.	Please specify as to whether tenderer is sole proprietor/ Partnership firm/company or any other establishment.	
10.	Name, Address and Telephone No. of Head/Partners etc. be specified.	
11.	List of agencies/Institutions/offices, where providing service or service provided in past.	
12.	Authorisation/Power of Attorney	
13.	Any other document, if attached	
14.	List of clients with address and phone number	
15.	GST Number	

Declaration by the bidder: -

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature-----

Name-----

Place & Date-----



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Price Bid for Hiring of Taxi Services at NIEPMD

RATE FOR DAILY / NEED BASIS FOR TAXI HIRING

Sl. No.	Particulars	Hack Back Type Cab	Sedan Type Cab	SUV Type Cab
01	Rate for 50 Kms. & 5 Hrs. of duty			
02	Rate for 100 Kms. & 10 Hrs. of duty			
03	Charges for extra per Kms beyond 50 Kms /100Kms.			
04	Charges for extra Per hour of duty beyond 05 hrs. / 10 hrs.			
For out Station Journey				
		Hack Back Type Cab	Sedan Type Cab	SUV Type Cab
	Minimum Kilometres to be hired			
	Per Kilometre Rate			
	Permit, Toll & Parking Charges (If applicable)	As Actual (On production of receipt)	As Actual (On production of receipt)	As Actual (On production of receipt)
	Driver Batt			
	Any Other Charge			

Note:- For extra charges either extra Kms. Or extra Hours shall be taken into consideration, not both at the same time.

“Price Bid should be sealed in separate Cover “