

**EXPRESSION OF INTEREST
FOR
Empanelment of taxi service Provider**



**PDPM
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN & MANUFACTURING JABALPUR
Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005**

EXPRESSION OF INTEREST

Date of conference: 04.11.2016 (2:30 PM)

Last date for submission of Expression of Interest: 04.11.2016 (1:00 PM)

Contains total 10 pages.

[Handwritten signatures]

Annexure - I

GENERAL TERMS AND CONDITIONS

Sub:- Notice Inviting Expression of Interest for "Empanelment of taxi service Provider"

1. **Parties:** - The parties to the Contract will be the contractor providing the taxi services and the Institute availing the services.
2. **Addresses:** For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the Expression of Interest shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Institute. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Security Deposit:** Security Deposit of Rs.30000/- (Rupees Thirty Thousand only) in the name of "The Registrar, PDPM-IIITDM Jabalpur", payable at Jabalpur in the form of demand draft of any nationalized bank must be deposited by empanelled service provider.
4. **Preparation and submission of Expression of Interest:** The Expression of Interest should be submitted in two parts namely, Technical Bid (in form given in Annexure-III) and Commercial Bid (in form given in Annexure-IV and Annexure V) and each should be kept in a separate cover.
5. **Signing of Expression of Interest:** The individual signing the Expression of Interest or other documents connected with contract must specify whether he signs as: - (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor. (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute the document.
6. **Validity of the Bids:** The bids shall be valid for a period of 90 days from the date of opening of the Expression of Interest.
7. **Opening of Expression of Interest:** Firms must be present at the time of opening of the Expression of Interest either on his own or through authorized representative to be eligible for further consideration. The representative attending the opening of the Expression of Interest on behalf of the firm should bring with him a letter of authority from the firm and proof of identification.
 - 1) The Bidders fulfilling technical specifications as given Annexure II & Annexure III will be declared technically fit.
 - 2) **Evaluation of bids:** On the basis of rates quoted by different bidders the committee will finalize rates for each segment of commercial bid & the same will be offered to all interested technically fit bidders.
 - 3) On the basis of acceptance given by bidders they will be empanelled for the said service.



4) In case of acceptance of more than three bidders, the firms will be asked to re-quote on the spot & on the basis of lowest quoted rates, the bidders would be offered to come for empanelment. In case of more than three bidders on the basis of above criteria also, the decision would be taken by giving weightage to following criteria in the same order of preference as they are mentioned

(i) Experience (Number of years since incorporation of the firm)

(ii) Average turnover in last three financial years. (Applicable financial years as per Annexure-III).

8. **Contract Period:** The contract period will commence from the date of agreement. The contract will be for a period of 24 (Twenty four) months which may be further extendable up to two year, if the performance/service is found satisfactory.

9. **Right of Acceptance:** The Institute reserves the right to accept or reject any Expression of Interest including of those firms who fail to comply with the instructions without assigning any reason whatsoever, and does not bind itself to accept the lowest or any specific Expression of Interest. The decision of the Institute in this regard shall be final and binding.

10. **Communication of Acceptance:** Successful parties will be informed of the acceptance of their offer.

11. **Penalty:** In case of breach of any conditions of the contract as losses caused including excess cost due to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, the Institute shall make deductions at double the rate of hiring rate on prorata from the pending / upcoming bills of the contractor. In other cases following will be the criteria for imposing penalty:

Sl. No.	Reasons of Penalty	Amount
1.	Not reporting at all for duty	₹ 1000/-
2.	For late reporting per occasion	₹ 100/- per hr. Or part thereof
3.	Unclean or non-road worthiness vehicle deployed	₹ 200/- per incident
4.	Misbehavior of driver / non following instruction of the Institute	₹ 200/- per day or part thereof
5.	Any lapse notice during operation of contract other than listed in clause of penalties	₹ 200/- per incident

Note: - In case incidence repeated again, the rates of penalty will be double of the original.

12. **Breach of Terms and Conditions:** In case of breach of any of the terms and conditions mentioned above, the Registrar will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Institute in that event and the security deposit will be forfeited.

13. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.



14. Terms of payment:

14.1 No payment shall be made in advance.

14.2 All payments shall be made by the cheque/NEFT only.

14.3 Institute shall be at liberty to withhold any of the payment in full or in part, subject to recovery of penalties mentioned in preceding Para.

14.4 In case higher model taxi provided in place of called taxi then the Institute will pay for vehicle called and not for vehicle provided.

14.5 The terms "payment" mentioned in this paragraph includes all types of payments due to the contractor arising on account of this contract excluding Security Deposit governed by the separate clauses of the contract.

EOI conference is scheduled to be held on 04.11.2016 at 02:30 pm. All interested firms are required to attend conference as next round of EOI will be held only with those firms which make presence in first EOI conference.



