

Notice Inviting Quotations

IGNOU, Regional Centre, Shimla is interested in Hiring the services of established/registered local taxi operator/taxi owner for providing taxi services for Non- AC Taxi for local /outstation trips of our officers **on monthly basis rates**. The other general terms & conditions are as under:

1. The rates quotations are invited for Hiring of Taxi on monthly basis, but, office reserve the right to hire the taxi either on daily basis or on monthly basis only.
2. The taxi, being provided by you, should be of good running condition, with valid registration to run in Himachal Pradesh with valid permit etc.
3. The taxi should carry a commercial registration certificate.
4. Only such Taxi operators may apply whose Taxies have been duly authorized by the concerned RTO for use as public transport.
5. The **driver should have a valid driving license** and should be conversant with roads & geography of the places to which our officials are travelling as per S. No – 02.
6. **The Taxi should report to the office at 9:00 am on the morning and shall remain at the disposal of its officials till 7:00 pm. In the evening during whole month (including non-working days also).**
7. Actual toll & parking charges are reimbursable on production of original toll & parking receipt.
8. This office shall not be responsible to any damage caused to the Taxi of what so ever nature. Office shall also not be responsible for any accident caused by the driver/taxi during course of journey. Any minor/major repairing work, if required, is to be attended by the taxi owner only.
9. The **driver provided by you should be well known to you** and his antecedent should be verified by you to the entire details.
10. **You may submit bills to this office after completion of month. No advance payment shall be made.**
11. Your driver should obtain the signature of the passenger on the log-book/trip sheet with the K.M reading (from and to) after every trip is over, with his/her name & designation. A copy of the trip sheet/log-book should be presented along with your monthly bill. All toll/parking charges receipts should be attached with your claim for reimbursement.
12. **You should be paid by A/c payee cheque only** and after submission of bill.

13. Quotation is invited in **two bids** i.e. **technical bid** and **financial bid** on the enclosed proforma on monthly package basis for a maximum mileage of 2400 K.M for whole calendar month (Local and Outstation). Bid shall be submitted in two sealed envelopes i.e. one for technical bid and another for financial bid. Both the envelopes must be put together in a third envelope with caption **“Quotation for hiring of taxi for RC, Shimla.”**
14. Quoted rates should be inclusive of all the taxes applicable.
15. The quoted rates will be valid for one year, which may be curtailed or extended on mutual consent.
16. Revision of rates will not be entertained during the period of contract. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol diesel/CNG prices or taxes.
17. The Regional Director reserves the right to reject any or all the quotation received without assigning any reason at any time.

In case you are interested in offering hire Taxi/car services, then submit your proposal in the enclosed Proforma and submit the same in a sealed envelope to this office on or before **8th August, 2014**.

Regional Director
IGNOU, RC, Shimla

Encl: As Above.

**PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF CAR/TAXI TO IGNOU,
REGIONAL CENTRE, SHIMLA**

Technical Bid

1. Full name of the Travel Agency : _____
2. Complete Address : _____
3. Contact No. : _____
 - i) Office : _____
 - ii) Residence : _____
4. Commercial Registration No. (attach proof) : _____
5. PAN No. (attach copy of PAN Card) : _____
6. Service Tax No. : _____

: Declaration

I/We hereby declare the I/we have read & understand all the terms & conditions mentioned in the Tender inviting letter and I/We undertake myself/ourselves to abide by them

I/We further, declare that all the information given above are true.

(Signature of Tenderer)

Name: _____

Designation: _____

Address : _____

Phone (Off.)_____

(Resi.)_____

Date: _____

Place: _____

**PROFORMA FOR QUOTING THE RATE FOR SUPPLY OF CAR/TAXI TO IGNOU,
REGIONAL CENTRE, SHIMLA**

Financial Bid

S. No.	Monthly basis (Package)	Details	Model	Remarks
1	Monthly Basis (Package) Local + Outstation Trip	<p>A. Mileage</p> <p>2400Km/month</p> <p>i) Inclusive</p> <p>of Driver Charges</p> <p>ii) Parking/</p> <p>Toll charge, as per actual</p>		
		<p>B. In case</p> <p>of extra kilometer/hours, then quote rate chargeable :</p> <p>i) Rs. _____</p> <p>_____/- per Km.</p> <p>ii) Rs. _____</p> <p>_____/- per hr.</p>		

Note: 1. While computing, the package rate mentioned at 'A' above shall be taken into account.

2 Rates must be quoted after going through the Terms and Conditions given in the covering letter.

3 Please specify the rates differently for Tata Indigo/Swift Dezire etc.

(Signature of Tenderer)

Name: _____

Designation: _____

Address : _____

Phone (Off.) _____

(Resi.) _____

Date: _____

Place: _____