



PONDICHERY UNIVERSITY

(A Central University)

Dr.B.R.Ambedkar Administrative Building, R.V.Nagar, Kalapet,
Puducherry-605 014

EMPANELMENT OF TRANSPORT OPERATORS

Rates for hiring various types of vehicles (AC & Non-AC Cars, Vans, Bus etc) on rate contract basis for a period of one year are invited under two bid system in sealed covers from the Government approved taxi operators and agencies for drawing a panel of transport operators by the Pondicherry University.

Interested agencies / cab operators are requested to submit their details along with their performance and experience in Format I and **sealed quotations in Format II** (Price bid) to the Assistant Registrar, Transport Section, Pondicherry University on or before **02.02.2017 (3.00 p.m.)** The prescribed forms can be downloaded from the University website: www.pondiuni.edu.in

The Format II (**Sealed quotations**) of only those applicants who are found suitable based on the details given in Format I shall be opened.

Last Date and time for submission of Quotations : **02.02.2017 by 03.00 p.m.**

Date and time of opening the Quotations : **02.02.2017 by 03.30p.m.**

Date: 19.01.2017

REGISTRAR (i/c)

PONDICHERRY UNIVERSITY
TRANSPORT SECTION

FORMAT I

(To be submitted duly filled-in by the bidders for establishing their fulfillment of eligibility criteria for considering them next level of evaluation, namely opening of Format II (Commercial Bid))

1. Firm's name (Taxi/Bus Operator/Travel Agent) :
2. Name of the Proprietor / Proprietors /Partners
(if partnership attach the registered partnership deed) :
3. Office Address of the Firm and Contact Numbers :
4. Total No. of vehicles owned/registered in the name of :
the firm or in the name of the Proprietor or Partners
(The copies of the RC books should be attached atleast
for two vehicles registered in the name of the above
entities)
5. Whether the firm or operator has registered with the :
Central/State Govt. Departments/Tourism Department
(Copy of the approval given by the Govt. should be
enclosed)
6. Whether registered with Central Excise Department for :
Service Tax remittance purpose and Service Tax No.
(Copy of the proof should be enclosed)
7. Whether the firm/Proprietor has filed Income Tax :
Return for the last three financial years (copies of the
Income Tax Return Statement with Acknowledgement
should be submitted for the Financial Year 2013-14,
2014-15 and 2015-16 and Assessment Year 2014-15,
2015-16 and 2016-17)
8. Cost of Tender form Rs.__ DD No.__ dt.__ drawn :
favour of Finance Officer, Pondicherry University.
9. EMD Amount of Rs.__ DD No.__ dt.__ drawn :
favour of Finance Officer, Pondicherry University.
10. Experience in the field (copies of the proof should be :
enclosed to establish the experience atleast for 3 years)
11. Highlights of past performance in the field :
12. Other details, if any :

Signature of the authorized signatory of the
Firm/Proprietor/Partner with Official seal

N.B. Envelope to be superscribed "Pre qualification Bid/Technical Bid (Format I)"

**PONDICHERRY UNIVERSITY
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FORMAT II (TO BE SEALED)

Name and Address of the Taxi Operator/Agent:

1. Rates for hiring A/C & Non-AC Cars (Indica/Swift/Equivalent models)

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)	
		Non A/C	A/C
1.	Charges for 25Kms/3hrs		
2.	Charges for 50 Kms/6hrs		
3.	Charges for 100 Kms/12 hrs		
4.	Charges for 200 Kms/24 hrs		
5.	Chennai Airport (300 Kms/12 hrs)		
6.	Chennai City (350 Kms/12 hrs)		
7.	Karaikal trip (300 Kms / 12 hrs)		
8.	Rate per Additional Km		
9.	Rate per Additional hour		
10.	Charges per Km. diesel alone\		

2. Rates for hiring Indigo/ Swift Dezire/Etios/Equivalent models (A/C & Non-AC)

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)	
		Non A/C	A/C
1.	Charges for 25Kms/3hrs		
2.	Charges for 50 Kms/6hrs		
3.	Charges for 100 Kms/12 hrs		
4.	Charges for 200 Kms/24 hrs		
5.	Chennai Airport (300 Kms/12 hrs)		
6.	Chennai City (350 Kms/12 hrs)		
7.	Karaikal trip (300 Kms / 12 hrs)		
8.	Rate per Additional Km		
9.	Rate per Additional hour		
10.	Charges per Km. diesel alone\		

3. Rates for hiring Innova/Equivalent models (A/C & Non A/C)

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)	
		Non A/C	A/C
1.	Charges for 25Kms/3hrs		
2.	Charges for 50 Kms/6hrs		
3.	Charges for 100 Kms/12 hrs		
4.	Charges for 200 Kms/24 hrs		
5.	Chennai Airport (300 Kms/12 hrs)		
6.	Chennai City (350 Kms/12 hrs)		
7.	Karaikal trip (300 Kms / 12 hrs)		
8.	Rate per Additional Km		
9.	Rate per Additional hour		
10.	Charges per Km. diesel alone\		

4. Rates for hiring A/C & Non A/C Vans (Swaraj Mazda/Tempo Traveller/Equivalent models) 25 & 30 Seater Vans

I. No.	Category of the Service/Vehicle	Amount quoted (Rs)			
		25 Seaters		30 Seaters	
		Non A/C	A/C	Non A/C	A/C
1.	Charges for 25Kms/3hrs				
2.	Charges for 50 Kms/6hrs				
3.	Charges for 100 Kms/12 hrs				
4.	Charges for 200 Kms/24 hrs				
5.	Chennai Airport (300 Kms/12 hrs)				
6.	Chennai City (350 Kms/12 hrs)				
7.	Karaikal trip (300 Kms / 12 hrs				
8.	Rate per Additional Km				
9.	Rate per Additional hour				
10.	Charges per Km. diesel alone\				

5. Rates for hiring Bus 54 Seaters (Non - A/C)

Sl. No.	Category of the Service/Vehicle	Amount quoted (Rs)
1.	Charges for 25Kms/3hrs	
2.	Charges for 50 Kms/6hrs	
3.	Charges for 100 Kms/12 hrs	
4.	Charges for 200 Kms/24 hrs	
5.	Chennai Airport (300 Kms/12 hrs)	
6.	Chennai City (350 Kms/12 hrs)	
7.	Karaikal trip (300 Kms / 12 hrs	
8.	Rate per Additional Km	
9.	Rate per Additional hour	
10.	Charges per Km. diesel alone\	

**PONDICHERY UNIVERSITY
TRANSPORT SECTION**

EMPANELMENT OF TRANSPORT OPERATORS

Terms & Conditions

A. Eligibility conditions

1. The firm/Proprietor should have atleast two vehicles registered in their name.
2. The firm/Proprietor should have registered the business with relevant Departments of State or Central Government or Tourism Departments.
3. The firm/Proprietor should have registration with the Central Excise Department for the purpose of remittance of Service Tax.
4. The firm/Proprietor should have filed Income Tax Returns during the last 3 Financial Years 2013-14, 2014-15 and 2015-16 and Assessment Year 2014-15, 2015-16 and 2016-17.
5. The firm should have atleast three years experience in the field.

B. Other important conditions:

1. The Tenderer should, download the tender document from the University website: www.pondiuni.edu.in The filled in tender document should be submitted along with a Demand Draft for Rs. 100/- + 4% VAT drawn form any of the scheduled banks towards the cost of tender document drawn in favour of Finance Officer, Pondicherry University, Pondicherry and payable at Pondicherry.
2. The Tenderer should enclose a Demand Draft for Rs. 100/- (**Rupees: Ten Hundred Only**) towards Earnest Money Deposit drawn in favour of Finance Officer, Pondicherry University, Pondicherry and payable at Puducherry. The Demand Draft should have been drawn from any of the scheduled bank after the date of call of tender.
 - (i) The interested contractors should submit the Tender documents in dual cover duly sealed as given below:
 - a. **Cover No.1** with superscription Format . I - "Pre-Qualification Bid/Technical Bid" should contain papers in support of the above Pre qualification requirements with Demand Drafts towards cost of tender documents and EMD as stated above.
 - b. **Cover No.2** with superscription Format .II - "Financial Bid" should contain the financial bid.
 - c. Both the covers should be **put in another cover**, sealed and **superscribed as "Tender empanelment of Transport operators"** should either be deposited in the Tender Box kept open in the Office of the Registrar, Pondicherry University or addressed to the Registrar, Pondicherry University, R.V. Nagar, Kalapet, Pondicherry 605014 so as to reach the Registrar through Registered Post or Courier on or before **02.02.2017 by 3.00 p.m.** Late tenders will not be considered. Pre Qualification bid / Technical bid and Financial bid should be kept in a separate cover. In case both "Pre Qualification bid / Technical bid" and "Financial bid" were kept in a single closed cover, the same will be rejected.
 - (ii) All additional details as required in the tender conditions should be attached with the tender documents and all the pages of the tender documents alongwith such enclosures should e serially numbered by the tenderers. Tenderers should certify the total number of pages contained in the tender documents as indicated in the Pre Qualification Bid and shall also enclose a declaration to that effect.
 - (iii) Pondicherry University reserves the right to accepta or reject any tender without assigning any reason thereof in the interests of the University.
 - (iv) If the cover superscribed "pre-Qualification Bid/Technical Bid" does not contain any of the details required and proof thereof, the tender of such Tenderer shall summarily be rejected. If any of the required details furnished by the tenderers proved to be false at a later date, the tender/agreement will be cancelled forthwith.

1. The rate contract shall be valid for a period of one year commencing from the date of execution of a contract between the Contractor (Service Provider) and the Pondicherry University and shall be renewable thereafter based on the performance of the Contractor (Service Provider) at the discretion of the Pondicherry University.
2. The Contractor (Service Provider) shall provide taxi service whenever the Pondicherry University or its Representatives makes a request either orally or in writing.
3. The contractor (Service Provider) shall maintain a trip sheet in which entries should be made whenever the Pondicherry University or its representative hires vehicle (i.e., starting kilometer reading, closing kilometre reading, starting time, closing time and distance covered every day) and ensure that both the driver and the user have signed against the entries pertaining to a particular day in the trip sheet.
4. The contractor (Service Provider) shall submit a proper bill for settlement by the Pondicherry University towards hiring of each vehicle within three days from the date of completion of the trip. The bill of Contractor (Service Provider) shall contain all relevant particulars more particularly the 15 digits service tax code number issued by the Central Excise Department in token of their registration with the department.
5. The Contractor (Service Provider) shall receive payment after 7 working days from the date of submission of the bill to the University.
6. The Contractor (Service Provider) shall pay for salary of the driver including all allowances, Bata, Overtime, waiting charges, Maintenance etc.
7. The Contractor (Service Provider) shall provide vehicles not more than 5 years old and see that the vehicle provided is clean and in good condition with spare wheels and proper tools etc.,
8. The Contractor (Service Provider) shall engage drivers who possess valid driving license and sufficient experience and skill and who have adequate knowledge of the route and destination so that the user's time and energy and the Pondicherry University's money on additional kilometer / time, is not wasted. The Contractor (Service Provider) shall also ensure that only those who have not been punished for any offence under the IPC, Cr. PC and Motor vehicles Act are to be engaged as drivers for providing service to Pondicherry University.
9. The Contractor (Service Provider) shall provide Mobile phones to the drivers having roaming facilities to maintain effective communication.
10. The Contractor (Service Provider) shall provide all the essential documents in respect of the drivers and the vehicles hired such as driving license, Registration Certificate Insurance Policy and necessary permits, while the vehicle is in University service.
11. The Contractor (Service Provider) shall provide proper placards to each of the hired vehicles, displaying therein the name of the University and the name of the guest who is required to be received, where the vehicle is hired for receiving a guest at the Airport/Railway Station, etc.,
12. The Contractor (Service Provider) shall instruct the drivers to display the placard in such manner as enabling the University guest to see and identify him.
13. The Contractor (Service Provider) shall ensure that the drivers are neatly dressed in white uniform and behave in a disciplined and pleasing manners.
14. The Contractor (Service Provider) shall bear all repairs of the vehicles hired during the period of hire.
15. The Contractor (Service Provider) shall bear all expenses towards fuel, lubrication oil and other consumables and shall ensure that the vehicles are adequately fueled for at least the day of the journey while reporting. However, the toll paid for using the highways can be paid by the University on submission proof for such payments.

16. The Contractor (Service Provider) shall provide alternate vehicle immediately in case of any failure to the vehicles hired, failing which the Pondicherry University shall have the discretion to make its own arrangement, if the circumstances warrant, at the risk and cost of the contractor.
17. The Contractor (Service Provider) shall ensure punctuality and the driver reports in time whenever a vehicle is hired.
18. In case the Contractor (Service Provider) fails to provide vehicles for any reason, or provides vehicles which are not in an acceptable condition, the Pondicherry University shall be at liberty to hire vehicle from other source, by adjusting the payment due for such defective service.
19. The Contractor (Service Provider) shall indemnify the Pondicherry University or his guest or his representative in respect of any compensation / claims or any charges on account of any accidents involving the vehicle on hire.
20. The Contractor (Service Provider) shall be responsible for the safety, medical care insurance and other facilities of driver.
21. The Contractor (Service Provider) shall be responsible for the damages/ losses occurred due to the actions / omissions of the driver. In case of any damage, loss, embarrassment is caused to the passengers or property belonging to the University as the case may be, by the act of the driver of the Contractor (Service Provider), the University is to be suitably compensated by the Contractor (Service Provider).
22. The Pondicherry University shall not be responsible for providing accommodation to the driver when the vehicle is hired for travel to outstations.
23. The Contractor (Service Provider) shall provide adequate cash to the driver to meet the expenditure for fueling, for any minor repairs or to meet any contingency. The passenger shall not be troubled in this regard.
24. The Pondicherry University shall not be responsible for any violation of Rules / Acts, etc. by the contractor / driver and the Contractor (Service Provider) shall ensure that all applicable Laws are strictly followed.
25. For the safety of the vehicle the Contractor (Service Provider) shall take total responsibility and in the event of any accident, / damages theft loss. etc. to the vehicle, the Pondicherry University shall not be liable in any manner.
26. The contractor shall ensure that the driver does not carry any unauthorized passenger / unauthorized materials while the vehicle is under hire.
27. In the event of the Contractor (Service Provider) not complying with any of the agreed terms and conditions, the Pondicherry University may impose a fine depending upon the gravity of the lapse or deficiency in service.
28. The Pondicherry University reserves the right to terminate the Contract by giving 30 days notice to the contractor without assigning any reason thereto.
29. In the event of any dispute over this contract, the decision of the Pondicherry University shall be final and binding.
30. Selection for this empanelment for providing transport service to the University shall be made purely on the basis of the fulfillment of all the conditions stipulated in this tender and submission of relevant proof in this regard. The decision of the University in this regard is final.

Registrar (i/c)
Pondicherry University