



PONDICHERRY 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 etc) on rate contract basis for a period of one year are invited 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 **19.10.2016 (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 : 19.10.2016 03.00 p.m.

Date and time of opening the Quotations : 19.10.2016 03.30p.m.

Date: 19.09.2016

M. Ramachandran

REGISTRAR (i/c)

**PONDICHERRY UNIVERSITY
TRANSPORT SECTION**

FORMAT I

(To be submitted duly filled-in by Government approved Taxi-Operators/Travel Agents about their performance and experience)

1. Name of the Taxi/Bus Operator/Travel Agent :
2. Address :
3. No. of vehicles owned category-wise :
(Submit photo Copies of R.C. Book)
4. Whether approved by the Govt.
(Copy of the approval given by the
Govt. should be enclosed) :
5. Whether a trade license holder
If yes, give particulars :
6. Whether registered for service tax
If yes, give particulars :
7. Experience in the field :
8. Highlights of past performance in the field :
9. Other details, if any :
10. Financial status :
(Enclose copies of three years income tax
Statements or bank statements)

Signature of the Taxi Operator/
Agencies with Official seal

**N.B. Envelope to be superscribed “Details of performance and experience
(Format I)”**

**PONDICHERRY UNIVERSITY
TRANSPORT SECTION**

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 Km | | |
| 9. | Rate per 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 Km | | |
| 9. | Rate per hour | | |
| 10. | Charges per Km. diesel alone\ | | |

3. Rates for hiring Innova/Equivalent models (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 Km | | |
| 9. | Rate per hour | | |
| 10. | Charges per Km. diesel alone\ | | |

**4. Rates for hiring Vans (Swaraj Mazda/Tempo Traveller/Equivalent models)
15 Seater (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 Km | | |
| 9. | Rate per hour | | |
| 10. | Charges per Km. diesel alone\ | | |

**5. Rates for hiring vans (Swaraj Mazda/Tempo Traveller / Equivalent models)
30 Seater Vans.**

| 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 Km | | |
| 9. | Rate per hour | | |
| 10. | Charges per Km. diesel alone\ | | |

6. Rates for hiring AC Vans (Swaraj Mazda/Tempo Traveller/Equivalent models

| Sl. No. | Category of the Service/Vehicle | Amount quoted (Rs) | | |
|---------|----------------------------------|--------------------|------------|------------|
| | | 15 Setters | 25 Setters | 30 Setters |
| 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 Km | | | |
| 9. | Rate per hour | | | |
| 10. | Charges per Km. diesel alone\ | | | |

7. Rates for hiring Bus (54 Seater)Non. A.C

1. Charges for ½ day (6 hours) 60 Kms.
2. Charges for Full day (12 hours) 120 Kms

Important Note for filling Format II

1. Interested taxi operators and agencies who can provide recently purchased new cars for using them as staff cars for officers on daily / monthly contract basis may quote rates for the above mentioned 7 categories of vehicles
2. If different rates are to be quoted for the same category of vehicle depending upon its seating capacity, rates should be quoted in separate sheets with all particulars.
3. Envelope containing Format II (price bid) should be superscribed Format II: "Quotation for hiring Taxi"

**PONDICHERRY UNIVERSITY
TRANSPORT SECTION**

EMPANELMENT OF TRANSPORT OPERATORS

Terms & Conditions

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 kilometre 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. The bill of Contractor (Service Provider) shall contain all relevant particulars more particular 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 15 days of completion of the trip /Bill.
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 send 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 kilometre / 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 the service for 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 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 for outstations.
23. The Contractor (Service Provider) shall provide adequate cash to the driver to carry out 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 Pondicherry University 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 past performance and reputation as declared in the Format I of this invitation for empanelment. The decision of the University in this regard is final.

Registrar (i/c)
Pondicherry University