

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.स.)
National Institute of Electronics and Information Technology (NIELIT)

(इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)

(An Autonomous Scientific Society of Department of Electronics and Information Technology,
Ministry of Communications & Information Technology, Govt. of India)

पता : (अस्थायी) जैन पैलेस, सापणदा रोड़, केकड़ी, जिला अजमेर, पिन-305404 (राजस्थान)

Address : (Temporary) Jain Palace, Sapanda Road, Kekri, Distt.-Ajmer, Pin-305404 (Rajasthan)

दूरभाष/Phone : Reception : 01467-220500 फ़ैक्स/Fax: 01467-220500

(रा. इ. सू. प्रौ. स., नई दिल्ली का केन्द्र / A Centre of NIELIT, New Delhi)

NIELIT/AJM/Admn/2016-08/

Date: 25th May 2016

INVITATION TO QUOTE RATES

(Last Date for Submission 15th June, 2016 by 3.00 p.m.)

To,

Subject: Annual empanelment of vendors for providing taxi for use of official Purposes and Other Journeys (DZire/Amaze/Indigo/Bolero/Accent vehicle)

Dear Sir,

Please quote your lowest rates to provide taxi for use of official purposes and other journeys by officials on tour for local and outstation journeys as per specifications given on the enclosed Performa.

TERMS AND CONDITIONS (FOR LIMITED TENDER)

1. The quotation should be addressed to Director, NIELIT Ajmer Centre.
2. The quotation/offer should be submitted on or before 15/06/2016 at 3:00 p.m. in the sealed envelope. The envelope should be superscripted as "**Quotation of empanelment of vendors for providing taxi for use of official Purposes and Other Journeys**" and should bear the enquiry number and due date on the top. Quotations received after the due date will not be considered. It shall be opened at 4.00 p.m. on the same day in the presence of vendors, if any, who has submitted quotations.
3. The tender documents duly completed should be submitted in two separate parts. The first part should be sealed in a separate envelope and superscripted as "**Technical Bid for providing taxi**". This should contain all the information which would enable NIELIT Ajmer Centre to decide on credentials of the tenderers for performing/doing the job besides EMD and other documents listed below and elsewhere in the Section. The second part will consist of the "**Financial Bid for providing taxi**" and should be superscripted on the second envelope as such. Both the envelopes should be sealed in one envelope and duly superscripted as "**Tender for Annual empanelment of vendors for providing taxi for use of official Purposes and Other Journeys**" and addressed to Director-in-charge, NIELIT Ajmer Centre.
4. You will be required to submit earnest money of Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft in favour of Director, NIELIT Ajmer Centre payable at Kekri along with the quotation which will be returned to all except the vendor selected for empanelment immediately after the order is placed. The amount will remain with this Centre as Security Deposit during the period of empanelment. In case the tenderer(s) fail to abide by the conditions of contract, adhere to the scheduled dates, the amount of EMD will be forfeited.

5. QUOTATION WITHOUT EARNEST MONEY WILL NOT BE ENTERTAINED.

6. Service tax as applicable will be paid extra. Other expenses during transportation of goods like rehdari/octroi/toll tax/parking etc. as per actuals will also be borne by this Centre. Rates are subject to revision if the rates of petroleum products increase/decrease during the period of contract.
7. Kilometers will be charged from garage to garage and night halt will be charged after 11.00 p.m.
8. You will be required to provide vehicles as and when required, in case the vehicle is not provided by you in time, the Centre will have the right to perform journey or transport the material/data through another transporter at your risk and cost.
9. Qualified and experienced Driver having valid driving license will be deputed on the vehicles provided to the Centre.
10. You will be responsible for carrying documents to and fro destination. During transportation of documents of this Centre, no other material will be carried in the vehicle so deputed.
11. You will be required to provide Mobile at your expenses, to the Driver deputed on the vehicle, for better communication during journey or transportation of documents.
12. Any penalty levied by the State Authorities on account of default by your transport/Driver like non-availability of valid license, registration, negligence/disobedience in observing traffic rules etc. will be borne by you.
13. Payments will be made fortnightly after submission of bills after close of fortnight i.e 15th and last day of each month.
14. Quotations will not be accepted by Fax, Email or any electronic media.
15. The quotations should be valid for at least 60 days from the date of opening.
16. No advance payment will be entertained at any cost.
17. NIELIT Ajmer Centre does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of tenders without assigning any reasons, and further correspondence in this regard will not be entertained at any cost.
18. Incomplete quotations or those without earnest money are liable to be rejected.
19. All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Director, NIELIT Ajmer Centre.
20. NIELIT Ajmer can terminate the contract anytime by giving 30 days' notice. Likewise the vendor can terminate the contract by giving 30 days' notice otherwise security deposit will be forfeited.
21. The following documents must be submitted in the Technical Bid:-
 - Tender document with all pages duly signed and embossed with official seal.
 - Demand Draft of Rs.10,000/- towards Earnest Money Deposit.
 - Proof of registration for service tax.
 - Copy of PAN Card.
 - Documents indicating experience in providing taxi service for a minimum period of one year.
 - Photocopy of registration certificate of Taxi permit as per Govt. Rules.
 - Copy of Registration certificates of 02 vehicles owned by the firm.
 - A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.

Encl: Performa quotation

Yours Faithfully,

L. Govinda Sharma

(L. GOVINDA SHARMA)
Assistant Director (Admn)