बिड संख्या/Bid Number: GEM/2026/B/8268998

दिनांक /Dated: 12-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-11-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-11-2026 18:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Delhi
विभाग का नाम/Department Name	Higher Education Department Delhi
संगठन का नाम/Organisation Name	Guru Gobind Singh Indraprastha University
कार्यालय का नाम/Office Name	South West
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :buyer6.ipu.dl@gembuyer.in Buyer Email id: prabhatmishra@ipu.ac.in
वस्तु श्रेणी /Item Category	Short Term Cab & Taxi Hiring Services - Sedan; Local 24*7; 80Kms x 8 Hrs
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	95 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	19000000
Payment Timelines	Payments shall be made to the Seller within **45** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India

ईएमडी राशि/EMD Amount	380000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :
Registrar
Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi - 110078
(Registrar)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc.

This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Fleet of owned vehicles with service provider, (Please limit the number to upto 100% of the vehicles demanded or 30 whichever is lesser):50

Drivers on Payroll (in Numbers), (Please limit the number to upto 100% of the vehicles demanded or 30 whichever is lesser):50

Minimum years (upto 5 years) of experience in related field:7

Geographic Presence in States: Delhi

Rate Per Km for Extra Usage in excess of chosen package as per the Vehicle Type selected. In case of bunch bid buyer must indicate extra KM rate for every Vehicle Type that is bunched: Hatchback - Rs. 16, Sedan - Rs. 18 and SUV - Rs. 22

Rate Per Hour (Inclusive of GST) for Extra Usage in excess of chosen package: Hatchback - Rs. 80, Sedan - Rs. 120 and SUV - Rs. 180

Scope of Work:1794484307.pdf

Short Term Cab & Taxi Hiring Services - Sedan; Local 24*7; 80Kms X 8 Hrs (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Sedan
Vehicle Model (Please select at least 3 similar options)	Maruti Suzuki Dzire , Maruti Suzuki Ciaz , Hyundai Aura , Hyundai Verna , Honda Amaze , Honda City
Type of Service	Local 24*7
Packages	80Kms x 8 Hrs
Year of Vehicle Model	2026 , 2025 , 2024 , 2023 , 2022
KM Travelled	Upto 1,00,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	

विवरण/ Specification	मूल्य/ Values
Type of Trip (One-way/Return)	Return

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Neelam Bareja	110078,GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, SECTOR 16C, DWARKA	1	• Duration in Days within contract period for which service is required : 730

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of personnel protective equipment must be adhered to.
3. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their

Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Bid Number: GEM/2026/B/8268998
Dated: 13-11-2026

Bid Corrigendum

GEM/2026/B/8268998-C1

Following terms and conditions supersede all existing “Buyer added Bid Specific Terms and conditions” given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

Buyer Added Bid Specific Additional Terms and Conditions

1. OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider
2. Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of personnel protective equipment must be adhered to.
3. Buyer uploaded ATC document Click here to view the file.

Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers’ controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers’ Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.

9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

This Bid is also governed by the General Terms and Conditions

Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078
Phone No.-011-25302137, 138, 139
Website: http://ipu.ac.in

NOTICE INVITING e-TENDER

Tender Reference No.: GGSIPU/GA/Taxi/2026-27/01

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, e-tender is invited in Two-Bid system (Technical & Financial Bid) through Government e Marketplace (GeM) portal on its official website https://gem.gov.in/ from reputed transporters/fleet owners for engagement of agency for hiring of taxis (commercial vehicles not older than five (05) years) **on as and when requirement basis** for Delhi/NCR for the usage of Guru Gobind Singh Indraprastha University, Dwarka, New Delhi. The tender document can also be viewed on University website i.e. www.ipu.ac.in.

Name of Work	Engagement of agency for hiring of taxis (commercial vehicles not older than five (05) years), on as and when requirement basis for Delhi/NCR for the usage of Guru Gobind Singh Indraprastha University.
Estimated cost of work	Rs. 1,90,00,000/- (Rs. One Crore Ninety Lakh only) for two years.
Earnest Money Deposit (EMD)	Rs.3,80,000/- (Rupees Three Lakh Eighty Thousand Only) In the form of Demand Draft/Bank Guarantee or online in favour of Registrar, GGSIPU, Payable at Delhi.
Period of Contract	Initially for a period of two (02) years extendable for maximum of another (01) one year subject to the satisfactory performance and mutual consent.
Pre-Bid Meeting	On 18th November, 2026 at 11.00 AM
Start date of Submission of Bid online	From 12th November, 2026
Time and last date of submission of Bid Online (Technical & Financial)	On 27th November, 2026, up to 04:00 PM and Technical Bid shall be opened on the same day at 04.30 P.M.
Validity of Tender offer	180 days from the date of opening
The bids shall be submitted in two stages viz. (i) Technical Bid (ii) Financial bid. **The Technical & Financial bid should be uploaded on Government e Marketplace (GeM) portal website i.e. https://gem.gov.in/ (No documents need to be submitted in hard copy other than EMD), as per details given in the tender document.**	
Financial bid of the technically qualified bidders shall be opened after evaluation of Technical bid. The Date & Time shall be notified thereafter on GeM portal website i.e. https://gem.gov.in/.	

Tender Reference No. GGSIPU/GA/Taxi/2026-27/01

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

E-TENDER DOCUMENT
FOR

"ENGAGEMENT OF AGENCY FOR HIRING OF TAXIS (COMMERCIAL VEHICLE)"

FOR

Guru Gobind Singh Indraprastha University
[A State University under Govt. of NCT of Delhi]
Sector -16C, Dwarka, New Delhi – 110078
VISIT US AT WWW.IPU.AC.IN

Asstt. Registrar (General Administration)
Room No. 36, Ground Floor, Administrative Block,
GGSIPU, Sector 16C, Dwarka, New Delhi 110078
Contact Nos. 011-25302137 & 25302139
Email: gabranch@ipu.ac.in

TABLE OF CONTENTS

S. No.	Description	Page No.
1.	Notice--Inviting Tender	1
2.	**Section-I**—Information & Instructions to Bidders	4 to 17
3.	**Section-II**—Relevant Annexure regarding Technical Eligibility	18 to 32
3.1	(Annexure A)	18-19
3.2	(Annexure B)	20-21
3.3	(Annexure C)	21
3.4	(Annexure D)	22
3.5	(Annexure E)	23
3.6	(Annexure F)	24
3.7	(Annexure G)	25-26
3.8	(Annexure H)	27-28
3.9	(Annexure I)	29-30
3.10	(Annexure J)	31
3.11	(Annexure K)	32
4.	Section-III--Financial bid (**Annexure-L**)	33

SECTION - I

INFORMATION & INSTRUCTIONS TO BIDDERS

1.0 Name of Work

e-tender on behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, is invited in Two-Bid system (Technical & Financial Bid) through National Public e-procurement Platform i.e. Government e Marketplace (GeM) portal on its official website https://gem.gov.in/ from reputed transporters / agencies / Firms / fleet owners for engagement of agency for hiring of taxis (commercial vehicles not older than five (05) years) purely on as and when requirement basis, for Delhi & NCR for the usage of Guru Gobind Singh Indraprastha University, Dwarka, New Delhi. The tender document can also be viewed on University website i.e. www.ipu.ac.in.

2.0 Definitions:-

2.1 **GGSIPU** means Guru Gobind Singh Indraprastha University, Delhi.

2.2 **University** means Guru Gobind Singh Indraprastha University, Delhi.

2.3 **Bidder/agency/firm/contractor** means the individual, proprietary firm, partnership firm, limited company (private or public or corporation).

2.4 **Authority** means the Registrar, GGSIPU or his nominee.

2.5 **"Year"** means "Financial year" unless stated otherwise.

3.0 Who can apply:-

3.1 **Proprietary Firm** -If the bidder is a Proprietary Firm, the application shall be signed by the proprietor with his full type written name and the full name of his firm with its current address, contact details etc.

3.2 **Firm in Partnership** -If the bidder is a Firm in Partnership, the application shall be signed by all partners of the firm with their full type written names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.

3.3 **Limited Company or a Corporation** -If the bidder is a Limited Company or a Corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

3.4 **Joint Ventures/Consortiums shall not be accepted**.

4.0 Scope of work:-

4.1 Providing taxis (commercial vehicle), not older than five (05) years, purely **on as and when requirement basis**, for journey in Delhi & NCR.

4.2 The AC taxis (commercial vehicle), such as Hatchback /Sedan / SUV, on as and when requirement basis, shall be provided by the firm.

4.3 The hiring of taxis (commercial vehicle) is at peak during December-January for End term Examination activities and during May to June for End term Examinations as well as for other requirements like CET, JAC, Academic Audit, Student welfare, and other University Activities / meetings etc..

4.4 The taxis (commercial vehicle) engaged may be required to carry documents / materials like Admission files, Examination material, various records, packaging materials & other material of Examination branch and Admission branch etc. may also be carried in the taxis (commercial vehicle) with the user / users.

Approximate detail of the required vehicles (on as and when requirement basis) during peak period is as under:

i)	End Term Examination December – January	- Approx. 25-60 Vehicles per day for 30 - 40 Days
ii)	End Term Examination April - May – June	- Approx. 25-60 Vehicles per day for 30 - 40 Days
iii)	CET Examination April - May – June	- Approx. 25-100 Vehicles Saturdays & Sundays Only
iv)	JAC & Academic Audit	- Approx. 5-25 Vehicles per day for 30 - 40 Days
v)	Admissions/Counselling – May – August	- Approx. 5-25 vehicles per day for 30 - 40 days

The above tentative usages of taxis (commercial vehicle) are only indicative / illustrative not exhaustive in nature. The actual number of taxis (commercial vehicle) required on various occasions may vary time to time.

4.5 The successful agency should be in a position to provide up to 150 nos. of taxis (commercial vehicle) in a short notice of 12 hrs, on a particular day, on as and when requirement basis for journey in Delhi & NCR.

4.6 The selected L1 agency can provide any kind of variant of vehicle for a particular segment (Hatchback/Sedan/SUV) against the booking. However, the University may ask the agency to provide the "specific variant" of a particular segment for their guest on special occasion and Agency will be bound to comply the same without any excuse.

5.0 EMD "Earnest Money Deposit"

5.1 **The Earnest Money Deposit (EMD) of Rs. 3.8 Lakh (Rupees Three Lakh Eighty Thousand only)** shall be in favour of "Registrar, GGSIPU", payable at Delhi in the form of DD/Bank Guarantee/ On-line transfer as per following bank details: -

1	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2	Account No.	927860555
3	IFSC Code	IDIB000G082
4	Bank Name	Indian Bank
5	Micr Code	110019071
6	Accounts Type	SB (Saving)
7	CBS Code/Branch Code	02029
8	Branch Name & Address	GGSIPU, Sector-16C, Dwarka, New Delhi-110078
9	Banker's Phone No.	011-28035244

5.2 Tenders with no Earnest Money Deposit will summarily be rejected.

5.3 All bidders, including Micro and Small Enterprises (MSEs/MSMEs), shall be mandatorily required to submit the Earnest Money Deposit (EMD) as prescribed in this tender document. No exemption, waiver, or relaxation from submission of EMD shall be granted to any bidder on the basis of MSE/MSME or Startup registration or status.

5.4 Failure to submit the prescribed EMD within the stipulated time and in the prescribed manner shall render the bid liable for rejection as non-responsive.

5.5 The EMD should remain valid for a period of 45 days beyond the final bid validity period. The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender.

5.6 The EMD of the successful bidder would be released after the receipt of Performance Security, as prescribed, in the form of DD, Bank Guarantee or online alongwith the agreement on **non-judicial stamp paper of Rs.100/-.**

5.7 No interest on EMD both in online or offline mode would be payable by GGSIPU under any circumstances.

5.8 The bidder shall submit "Earnest Money Deposit" in original in hard copy in an envelope. In case of online deposit of EMD, submission of hard copy is not required.

5.9 The envelop shall be submitted in the Office of Asstt. Registrar (General Administration), Room No. 36, Admin Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi – 110078.

5.10 The envelope containing EMD, if in offline mode, shall indicate the name and address of the bidder to enable the bid to be returned as unopened in case it is declared late or is declared non-responsive. The envelop named **"Earnest Money Deposit"** shall comprise of EMD amount of the tender document. The envelope containing EMD must be submitted on or before last date and time of submission of bid i.e. upto 27th November 2026 at 04:00 PM**.**

5.11 No exemption will be given towards submission of EMD to the agencies covered under Start-ups.

6.0 Bid Submission & Technical Bid Evaluation:

6.1 Following documents forming pact of Technical Bid (including Additional Terms and Conditions (ATC) must be uploaded on GeM portal for evaluating the bid technically. No hard copies of documents w.r.t. technical bid are required except EMD.

i.	Self attested Copy of EMD/Bid Security in favour of Registrar, GGSIPU OR copy of receipt for online submission of EMD should be attached and uploaded mandatorily. The Original to be submitted before the last date and time as specified above.
ii.	Should submit unconditional Letter of Transmittal as per **"Annexure-A"**
iii.	Organizational Structure:- Legal Status of the Company/Agency with legal proof along with certified copies as per **"Annexure-B"**
iv.	Technical Bid Form **Annexure – C** (duly filled)
v.	Should have valid Income Tax Registration (PAN card of firm/company/individual) & GST Registration Certificate. (Attach copy)
vi.	Should have valid Registration Certificate of the Agency/Firm issued from Delhi Govt. under Shop and Establishment Act issued by Govt. of NCT of Delhi (Attach copy)

vii.	Should have minimum average annual financial turnover of **Rs. 95 Lakh (Rupees Ninety Five Lakh Only) i.e.** equivalent to 50% of estimated cost of tender, in providing taxis (commercial vehicles only for taxi business) during the immediate last five (05) financial years ending March 2026. **Financial turnover duly audited, signed & stamped balance sheet by a Chartered Accountant and counter signed by bidder to be submitted** as per **"Annexure-D"**.
viii.	Should not have incurred losses in more than 02 years during last 05 financial years ending March 2026. Profit and loss account duly signed, certified by Chartered Accountant to be submitted as per **"Annexure-D"**.
ix.	The Net Worth of the Bidder as on **31st March 2026 should not be negative. The Net Worth of the Bidder should not have eroded by more than 30% (Thirty Percent) during the last three (3) financial years, i.e., FY 2023-24, FY 2024-25 and FY 2025-26.** Note: Document duly signed by CA with UDIN to be submitted as per "**Annexure K**".
x.	The bidder should submit a copy of Solvency Certificate of minimum value of Rs. 75 Lakh (Rupees Seventy Five Lakhs Only) issued by a Nationalized/Scheduled Bank and the Certificate should be latest i.e. within 06 months of last date of submission of tender (Attach copy).
xi.	The bidder should have valid license for operating taxi services/ providing hiring of Taxis (Commercial Vehicle) issued by Ministry of Tourism (MOT), GOI or Department of Tourism, Govt. of NCT of Delhi (Attach copy).
xii.	a) Should have satisfactorily completed the work as mentioned below during the last 07 (Seven) years ending last day of receipt of bids. **Three similar works each costing not less than Rs. 76 Lakh** i.e. equivalent to 40% of estimated cost of tender i.e. Rs. 1.90 crore **or** **Two similar works costing not less than Rs. 95 Lakh** i.e. equivalent to 50% of estimated cost of tender i.e. Rs. 1.90 crore **or** **One similar work costing not less than Rs. 1.52 Crores** i.e. equivalent to 80% of estimated cost of tender i.e. Rs. 1.90 crore **Similar work shall mean work of providing/hiring of taxis, on as and when requirement basis only** in Central Govt/State Govt/PSU/Govt. Universities/Autonomous Bodies/Local Bodies/Govt. Establishment/Govt. Educational Institutes located in Delhi / NCR**.** b) Completion certificate / Execution Certificate w.r.t. the qualifying completed works during last 5 years ending last day of receipt of bids for providing/hiring of Taxis (Commercial Vehicle) **on as and when requirement basis only** as submitted by bidder above, must contain the description of work, value of completed contract and period of contract, Date of Completion of Contract and client commendation/grading (i.e. excellent/very good/good/satisfactory). *A completion certificate/Execution Certificate should be issued by the Competent Authority of the concerned Department/Organization.*
xiii.	Should have at least one running contract of Rs. 57 Lakh i.e. equivalent to 30% of estimated cost of tender i.e. 1.90 crore, in providing/hiring of taxis (commercial vehicles only for taxi business), on as and when requirement basis only**.** Copy of work order and copy of concerned tender having estimated value of contract should be required to attach, in support, so as to assess the value of running contract.
xiv.	The bidder should have minimum 50 Nos. taxis (commercial vehicle) in the name of Transporters/Fleet Owners not older than three (03) years. A list of minimum 50 vehicles/ taxis (i.e. up to maximum of 8 nos. of Hatchback, at least 27 nos. of Sedan and at least 15 nos. of SUV) along with photocopy of their valid RC/fitness and permit owned by the firm / agency / contractor as per format at "**Annexure-H".**
xv.	The bidder should have 50 drivers on payroll. The bidder has to upload ESI, EPF payment challan and receipts for last three months along with valid driver license. The bidder should submit a notarized undertaking alongwith self-attested documents stating the details of drivers on payroll.
xvi.	Should have not been blacklisted/debarred by any of Departments/Organizations of the Government of India/Government of NCT of Delhi or any other Govt. or States in last 5 years and not criminal case should have been registered against the bidder in last 5 years on the last date of submission of bid. A declaration of fair business practice undertaking on non-judicial stamp paper of Rs 100/- affidavit by the Bidder must be attached as per **"Annexure-F"**.

xvii.	An undertaking on the Letter Head of the agency should be attached that drivers with no criminal/immoral back ground shall be provided to the University with taxies.
xviii.	A duly self attested document either of valid (Rent agreement/latest Telephone Bill/latest Electricity Bill etc in the name of bidder) providing the detail of having bidders office / sub-office in Delhi as Taxi Operator for providing commercial taxi services.
xix.	If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.
xx.	Duly signed tender document, Annexure, attachments, copies of testimonials etc. along with all corrigendum, addendum, if any, issued in respect of tender document, should also be uploaded as part of technical bid.

6.2 In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest.

7.0 Opening of Financial Bid, Evaluation & Selection Criteria:-

7.1 The bids shall be opened online on GeM portal. The financial bids of only those bidders will be opened who qualify the initial eligibility criteria of Technical Bid evaluation.

7.2 After the Technical Evaluation of the Bids, the University will open the 'Financial Bids' of the bidders who have qualified in the Technical Eligibility Criteria as per Clause 6.

7.3 Bidders will quote their rates in financial bid however, the sum of their segment wise weightage rates, as arrived at column 'D' of **Annexure –L i.e.** '**Total Weighted Rate'**, will be considered for evaluating the L1 bidder so as to award of work after the approval of the Competent Authority.

7.4 The weightage factor of the rate given in the bids for three variants of the vehicles for two types of usage will be, as mentioned below:-

S. No.	Item Description/Type/ Make of Vehicle	Vehicle Weightage	Usage Weightage	Total weightage factor
		A	B	C = AxB
1	**Hatchback AC** like Maruti Wagon R/Hyundai Grand i10 NIOS/Maruti Celerio/Tata Tiago/Tata Altroz/ Maruti Swift/Maruti Eeco or equivalent **(for 5 hrs/50 kms) (half day)**	**0.1**	**0.2**	**0.02**
2	**Sedan AC** like Maruti Dzire/Honda Amaze/Hyundai Aura/Maruti Ciaz/Hyundai Verna/Honda City or equivalent **(for 5 hrs/50 kms) (half day)**	**0.6**	**0.2**	**0.12**
3	**SUV AC** like Maruti Ertiga/Toyota Rumion/ Tayota Innova Crysta, Maruti Invicto/Toyota Innova Hycross/Maruti XL6/ Kia Carens/Mahindra Marazzo/Tata Safari/Tata Scorpio or equivalent **(for 5 hrs/50 kms) (half day)**	**0.3**	**0.2**	**0.06**
4	**Hatchback AC** like Maruti Wagon R/Hyundai Grand i10 NIOS/Maruti Celerio/Tata Tiago/Tata Altroz/ Maruti Swift/Maruti Eeco or equivalent **(for 8 hrs/80 kms) (Full day)**	**0.1**	**0.8**	**0.08**
5	**Sedan AC** like Maruti Dzire/Honda Amaze/Hyundai Aura/Maruti Ciaz/Hyundai Verna/Honda City or equivalent.**(for 8 hrs/80 kms) (Full day)**	**0.6**	**0.8**	**0.48**
6	**SUV AC** like Maruti Ertiga/Toyota Rumion/ Tayota Innova Crysta, Maruti Invicto/Toyota Innova Hycross/Maruti XL6/ Kia Carens/Mahindra Marazzo/Tata Safari/Tata Scorpio or equivalent **(for 8 hrs/80 kms) (Full day)**	**0.3**	**0.8**	**0.24**

7.5 Total weightage factor "C" will be calculated on the basis of multiplication of Vehicle Weightage "A" & Usage weightage "B".

7.6 The selection method for L1 bidder will be based on the basis of Total weighted least rate in Financial Bid.

7.7 The L1 bidder selected shall also be paid/given the extra charges for extra KM, extra HRs and Night Charges if any, only as per the rate stated at clause 7.8.

7.8 Rate for extra per KM, Extra per HR and for single night halt charges are fixed by the University as follows:

S. No.	Item Description/Type/Make of Vehicle	Rates for Extra Km (Per Km) (in Rs.)	Rates for extra Hours (Per hr.) (In Rs.)	Night halt charges of Driver (11:00 pm to 05:00 am) (In Rs.)
1	**Hatchback AC** like Maruti Wagon R/Hyundai Grand i10 NIOS/Maruti Celerio/Tata Tiago/Tata Altroz/ Maruti Swift/Maruti Eeco or equivalent	**16**	**80**	**300**
2	**Sedan AC** like Maruti Dzire/Honda Amaze/Hyundai Aura/Maruti Ciaz/Hyundai Verna/Honda City or equivalent	**18**	**120**	**300**
3	**SUV AC** like Maruti Ertiga/Toyota Rumion/ Tayota Innova Crysta, Maruti Invicto/Toyota Innova Hycross/Maruti XL6/ Kia Carens/Mahindra Marazzo/Tata Safari/Tata Scorpio or equivalent	**22**	**180**	**300**

7.9 The L1 rates and the rate given at clause no. 7.8 will be applicable throughout the period of contract, including extension if any.

8.0 Pre-Bid Meeting:-

8.1 There shall be pre-bid meeting, which is proposed to be held in the Office of Asstt. Registrar (GA), Room No. 36, GA Branch, Administration Block, Sector 16C, Dwarka, Delhi-110078, at 11.00 am on 18th November, 2026 for intending applicants in which any of their doubts in writing shall be clarified beside discussion or any other related issue proposed by the prospective bidders in writing.

8.2 Decision of the Committee (if any) after pre-bid meeting will be uploaded on the GeM portal. No representation shall be entertained after the pre-bid meeting.

9.0 Financial Bid:-

9.1 The bidder shall quote unit / item rates in Indian rupees (INR), both in words and figures in each part of the financial bid only which shall be submitted online. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed.

9.2 Taxes payable as per rules i.e. GST, State Taxes to the agency will be paid extra by the University. The Toll Taxes, Parking etc., paid during the plying of taxies, shall also be paid by the University only when it is authenticated by the University Officials/Guest availing the services of the Taxi/taxies.

9.3 The rates will be valid for 24 months from the date of acceptance letter submitted by the selected (L1) bidder. However, if there is extension of the Contract by mutual consent, the rate and terms & conditions of the tender shall remain the same during the period of extension.

10.0 General Terms & Conditions: -

10.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified.

10.2 The bid document should be legibly written. The bidder should sign each page of the bid.

10.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered.

10.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.

10.5 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.

10.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred/blacklisted from participating in any tender floated by GGSIPU.

10.7 The firm / agency / contractor shall indemnify the University against all other damages/charges for which the University may be held liable or pay on account of the negligence of the firm / agency / contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The University shall not be responsible financially or otherwise for any injury to the driver or person deployed by the firm / agency / contractor during the course of performing the duties.

10.8 University will be under no legal obligation to provide employment to any of the personnel of the firm / agency / contractor after expiry of agreement period and the University recognizes no employer-employee relationship between the University and the personnel deployed by the firm / agency / contractor.

10.9 Person who is in Government service or an employee of this University should not be made partners to the contract by the firm / agency / contractor directly or indirectly in any manner whatsoever.

10.10 The successful bidder shall furnish a list of University employees related to him, if any. If the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the successful bidder.

10.11 University will have right to add, delete, modify any clause of the tender before award of the work.

10.12 University will have right to book vehicles from other participated bidders in the said tender at the L1 rates and terms & condition with their consent.

10.13 University may ask the supporting documents/clarification in connection with uploaded documents against claim of technical eligibility by the bidder, if so required.

10.14 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.

10.15 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

10.16 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

10.17 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

10.18 Conditional tenders/bids shall be summarily rejected.

11.0 Agreement & Validity of Rates:-

11.1 The bidder will have to enter into regular agreement **"Annexure-I"** on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein. The contract will be initially for a period of **two years**. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of another one (01) year on review of performance, depending upon the requirement and administrative convenience of the University as well as on the mutual consent of the agency / firm.

11.2 During the period of contract including the period of extension, if any, the rates will not be revised on any pretext. The prospective firm/agency/contractor may quote the rates accordingly taking into consideration of this aspect.

11.3 The successful bidder will have to sign an agreement on a non-judicial stamp paper of Rs.100/-. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.

11.4 Income tax, GST, TDS and any other tax at the rates in force during the period of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.

12.0 Performance Security

12.1 The Performance Security of 5% of the estimated cost of tender work will be deposited by the successful bidder within the 10 days of the award of Contract. The Performance Security shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of months as under:-

a) Bank Guarantee (As per **Annexure-G**) (valid for 26 months (24+02) from the date of award of work).

OR

b) Demand draft of Rs. 9,50,000/- or online in favour of the Registrar, GGSIPU payable at Delhi.

However, if the contract of the selected bidder is extended further, the selected bidder shall be required to extend the period of Bank Guarantee for a period of three months over and above the period of extension.

12.2 In case of non-submission of Performance Security along with the Agreement within specified time, the earnest money may be forfeited and the successful bidder may be debarred / blacklisted after the approval of the Competent Authority.

12.3 In the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order, the Performance Security as deposited by L1 bidder may be withheld / forfeited, **wholly or partially**, by order of the Competent Authority. However, on expiry of the contract, such portion of the withheld performance security, as considered by University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit on the account of firm's bill has been received and examined**.**

12.4 In case a Bank Guarantee of any bank as furnished by the successful bidder to the University in form of the Performance security and if the Bank shows inability to make payment to the University against the said instrument, the loss incurred thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish an additional performance security in lieu of earlier one to the University so as to make good the deficit else the agency / firm may be debarred / blacklisted for further participation in tendering.

12.5 Any loss to the University due to the negligence/lapse on the part of the agency/firm shall be borne by the agency/firm. Alternatively, the amount of loss will be deducted from the amount payable to the agency.

13.0 Services provided by the Firm/agency/contractor:-

13.1 **Taxis (Commercial Vehicles)**

i. Should have valid permit to run in Delhi/NCR.

ii. Should be registered in the name of firm or its proprietor and be GPS enabled.

iii. Should be in excellent condition mechanically as well as get up/appearance wise / its outer body / interior / upholstery etc. and be decent looking and well maintained.

iv. The vehicle, as provided, should not be older more than five (05) years on the date of award of work.

v. On the basis of the detail of vehicles required by the University, the agency will have to provide the confirmation of bookings alongwith the name of drivers, vehicles no. etc. by SMS/email to the General Administration Department and the user/users before 02 hrs. of start of journey on day to day basis.

vi. The Firm / agency / contractor will have to provide the replacement of Driver/vehicle in case of any eventuality. The University has the right to ask the Firm / agency / contractor for removal of any Driver, who is not found competent or disciplined or well behaved.

vii. In case of breakdown or immobility of the provided vehicle, the firm / agency / contractor shall replace/substitute the breakdown vehicle immediately. If not possible, then facilitate the client with other hired vehicle from Ola / Uber etc. at the cost of agency so as to drop the client at his / her designated destination without delay. Simultaneously, the agency will also arrange another substitute vehicle at the destination point for his/ her return journey timely. If agency fails to provide the substituted vehicle, concern user has the right to hire vehicle from any other sources at the expense of the firm / agency / contractor along with penalty, as stands due.

viii. If the firm / agency / contractor fails to provide the vehicles as desired by University & sends a higher category of vehicles in this cost, the rate applied to the vehicles desired by the University will be paid, No extra payment will be made.

ix. Vehicles provided to the University should bear Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.

x. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi or any other law enforced by state transport department for national permit vehicles.

xi. All taxis shall carry first-aid-box, tissue paper, Stepney, toolbox etc.

xii. The firm / agency / contractor shall not employ any person who has not completed eighteen years of age.

xiii. Declaration from the agency on their Letter Head stating that the drivers provided are of Good Character, vetted by Police for security, have valid driving license and are aware of the roads of Delhi will be provided to the University after Award of Contract.

xiv. The firm / agency / contractor should be in a position to cater to the additional vehicle requirement of the University in emergency at a short notice of two (02) HRs or less.

13.2 **Duties of Drivers (with Valid License):**

i. Driver on duty must carry **Valid Driving License** alongwith other relevant documents of the vehicle, always with them.

ii. The drivers must be decently dressed, proficient in speaking local languages, well mannered, Courteous with proven integrity, healthy personnel habits. In the event of misbehaviour on the part of driver, University may impose due penalty or as deemed fit on the firm/agency. The drivers should not have any criminal/immoral background on him. Any such criminal/immoral background interrupt the service of the University due to Police / Law enforcing agency interference etc., due penalty or as deemed fit by the University may be imposed on the firm / agency / contractor. Besides, such drivers may also be barred from performing duties for University.

iii. The driver should be well conversant with roads and routes of Delhi NCR and any other place of duty and his operation and functions shall be governed as per Motor Vehicles Act and Rules.

iv. The driver should always strictly follow traffic rules and regulations, so as to ensure safety of passengers. In case of traffic rule violation driver / agency will pay the penalty.

v. The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.

vi. All the drivers will have to be provided with mobile phones at the cost of the firm / agency / contractor.

vii. Driver will has to call the user after reaching at the reporting / pick up point at the given time.

viii. Driver has to inform about time & meter reading at starting & closing of journey to user of the taxi.

ix. The taxi and driver shall remain available all the time as per duty roster and shall not leave place of duty without prior permission. In case of any emergency/unforeseen situations, the driver may seek permission of the user.

x. Driver should take the signature, name & phone numbers of user / customer on the duty slip after the completion of the journey.

14.0 Special Terms & Conditions:

14.1 The University will not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the firm / agency / contractor.

14.2 There is no guarantee of hiring of any minimum number of vehicles. However, the firm / agency / contractor shall have to provide as many vehicles as may be required by the University.

14.3 The firm / agency / contractor shall maintain an office with adequate staff and working telephone facilities to facilitate the University for Communication round the clock.

14.4 The firm / agency / contractor shall be responsible for overall maintenance of the vehicles as provided by him. All the vehicles provided should be in good running condition and should not be older than five (05) years.

14.5 Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility on the part of the firm / agency / contractor.

14.6 Parking, Taxes and Toll Taxes will be paid extra by producing the verified bills from the user.

14.7 All charges towards repair/service, salary of the drivers/helpers, petrol/diesel/CNG/E-charging expenses as well as any other expenses incidental on operation and maintenance of the hired vehicle(s) would be borne by the firm/agency.

14.8 In case the price of petrol/diesel/CNG/electric charges etc. increases or decreases, the rates offered will not be changed. No escalation will be considered till the completion of the contract.

14.9 No mileage will be allowed to drivers for lunch / breakfast or for filling of petrol/diesel/CNG/Electricity charging etc.

14.10 The agency will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty.

14.11 The EMD/Performance security will stand forfeited if the successful bidder withdraws the tender after award of work / notifying the rates, refuses to accept the tender or violate any other terms and conditions of the tender.

15.0 Calculation of time & mileage, Duty Slips, Summary sheet & other documents to be enclosed with bills for payment:-

15.1 The calculation of time & mileage shall be from the **"reporting point/pick-up"** to the **"relieving point/releasing point / drop point"**.

15.2 Agency is permitted to claim extra dead mileage 15 km each side to and fro for Delhi and 20 km each side to and fro for NCR in respect of garage to point of pick-up and back to garage from drop point for such bookings where total running KMs exceeds 50 KMs for Delhi and 40 KMs for NCR respectively.

15.3 **Reporting/ Relieving point** for any vehicle hired by the University may be anywhere in Delhi, NCR or as directed by the University.

15.4 Usage of vehicle (i.e. Full Day or Half Day), for the purpose of payment of billing, will be determined on the basis of actual usage of vehicle whichever would be economical to the University, considering the payment for extra mileage and time too, if so required.

15.5 In the event that a vehicle booked for official use is not utilized due to cancellation or postponement of a meeting, programme, or any other official engagement, the agency is permitted to charge only **50% of the applicable vehicle hire charges (half-day charges)** for the vehicle booked. No full-day charges shall be payable in such cases.

15.6 No extra payment will be given for extra mileage beyond itinerary notified by university.

16.0 Duty Slips / Movement Slips

16.1 Vehicles hired/engaged for the activities stated in clause 4.3 above, details of starting /closing time and kilometres should be recorded as per Clause 15.1 above in the duty slips and got signed by individual user. In case of booking made for Exam related activity i.e. End-Term/CET Exam, duty slip must be countersigned by authorized Officer of Examination Branch.

16.2 No "duty slip" shall be entertained unless and until it is signed/certified/verified by the concerned taxi user or University officer/Requisitioner.

16.3 In case, if user is outside officer and his / her signature is left to be taken on duty slip, the authorised person of the agency will coordinate with the concerned branch officer / requisitioner of the University and get the duty slip verified by them.

16.4 The Duty Slips to be printed by the vendor as per "**Annexure –J"** & should clearly indicate:-

i. Driver's name & his phone number

ii. The full / complete registration number of the vehicle

iii. Type of vehicle and mode of hire (Sedan / SUV)

iv. Meter reading and time of the starting of the journey at the point of reporting/pickup point.

v. Meter reading and Time of the termination of the journey at the point of relieving

vi. Signature, Name & phone number of taxi user/University officer/Requisitioner.

vii. Proof/Copies of Toll Tax/parking slips/state tax/passenger tax is to attached claimed by the Agency in the bill, otherwise no payment will be made on this accounts.

16.5 **No advance payment** will be made. Payment will be released within 90 days after submission of bills along with duly signed & completed duty slips & other relevant documents as per approved rates, term & conditions of agreement.

16.6 **The bills, in Duplicate,** should be made date-wise by the firm / agency / contractor and submitted to the Registrar, GGSIP University twice in a month along with signed / certified duty slips and Toll Tax, Passenger Tax & parking slips etc. in original and summary sheet of the Duty slips and claims.

16.7 The firm / agency / contractor while raising the bills should clearly mention that the rate charged/quoted and usage/purpose as detailed in clause 4.3.

16.8 The University will deduct Income Tax at source as per provision of Income Tax Act from the firm / agency / contractor at the prevailing rates. PAN No. and GST No. should be quoted on the body of the bills.

16.9 No overwriting in the duty slip and bill is acceptable, if any change in the time/mileage, the counter signature of the user is to be recorded.

16.10 On any occasion, if it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and km reading of start or closing of duty/journey, the firm / agency / contractor shall be responsible for the same. The University reserves the right to withhold the payment of such booking of vehicle.

17. Penalties

Successful firm / agency / contractor stands liable to be imposed penalty at the given rate for the following nature of defaults/shortcomings, deficiencies in services rendered or non-adherence of respective clause of tender,:-

Sl. No.	**Nature of defaults / shortcomings/ deficiencies in service rendered/ non-adherence of respective clause of tender**	**Amount of Penalty to be Imposed**
17.1	Refusal to provide the vehicle	As per discretion of Competent Authority
17.2	Providing Private vehicle in lieu of Commercial	Rs. 1000/- per default
17.3	Delay in providing the vehicle at the given time	Rs. 350/- for each 15 minutes of delay
17.4	Not to Provide substitute vehicles in case of breakdown, immobility of vehicle provided	Actual hire charges from other sources plus Rs.1000/- per default
17.5	Delay in sending booking information (at least 02 hrs prior to duty)	Rs.500/- per default
17.6	Misbehave by the Driver	Rs.500/- per default after receiving the written complaint from user. Further, concerned/same driver will not be assigned duty for the University by firm / agency / contractor, failing which a penalty of Rs. 2000/- shall further be imposed on per occasion
17.7	Interruption of services by Police / Law enforcing agency interference etc. due to indulge of driver in any criminal/immoral activity or background	Rs.5000/- per default Such drivers should also be barred to perform duties in University
17.8	Identification of driver below the age of 18 years	Rs.2000/- per default Such drivers should also be barred to perform duties in University

17.9	Violation/breach of any of the condition of the tender/contract/agreement	Rs.1000/- per default and/or termination of the contract/forfeiture of Performance Security, as deemed fit
17.10	Poor running condition of Vehicles	Rs.1000/- per default
17.11	Unpleasant condition of Vehicles in term of sitting comfort and / or cleanliness	Rs.500/- per default
17.12	Non working of AC in the hired Vehicle	50% of Bill amount of that Vehicle
17.13	Vehicle is older than five (05) years	50% of Bill amount of that Vehicle
17.14	Any other offence not included above	Rs. 500/- per default

18.0 Termination of Contract & Arbitration

i. If the firm / agency / contractor fails to fulfil his obligations of the contract at any time during the contract period and/or on persistent complaints of users, related to vehicles, drivers, services, University shall have the power to terminate the contract and in that case the Performance Security deposited by the firm / agency / contractor shall be forfeited and/or have the right to debar the vendor for a period of five (5) years to participate in any tender of the University. The decision of Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University in this regard would be final and binding.

ii. In the case of dispute or differences arising out of or in a way concerning the agreement shall be referred to the Arbitration by sole Arbitrator as per the provision of Arbitration & Conciliation Act, 1996. The Arbitrator shall be nominated by Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator shall be final and binding on the parties.

iii. The vehicle should be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the agency and University shall not be responsible for any claim.

iv. The hired vehicle with the driver would be placed at the disposal of the University on as and when requirement basis. The University would be free to use the hired vehicle in any manner for carrying official, material etc, as per requirement and the firm/agency will not have any objection to it.

v. The successful firm / agency / contractor shall not engage any sub-firm / agency / contractor or transfer the contract to any other person/firm/agency in any manner. The firm / agency / contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

vi. Any dispute shall be subject to the Delhi jurisdiction.

vii. The University reserves the right to reject any or all the tenders without assigning any reason thereof.

viii. The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever, with one month's notice.

ix. Without prejudice to any of the rights or remedies under this contract if the successful bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the successful bidder.

****

SECTION -II

Annexure – A

LETTER OF TRANSMITTAL

Date:

To

The Registrar
GGS IP University
Sector 16C, Dwarka,
New Delhi -110078

Tender no. : _____Dated_____

Sub: Submission of Tender Document for "Engagement of Agency for the purpose of Hiring of Taxis (commercial vehicle), on as and when requirement basis in Delhi/NCR for the usage of Guru Gobind Singh Indraprastha University".

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant true & correct information:-

1. I/we hereby certify that all the statements made and information supplied in the enclosed Annexure /Forms accompanying statement are true and correct.

2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

3. I/we also authorized the GGSIPU to approach individual, employers, firms, and corporation to verify our competence and general reputation.

4. I/we have read and examined the NIT, all terms & conditions are acceptable to me as mentioned in the tender document.

5. Having read the terms and conditions of the above-mentioned tender and services to be provided, we undersigned, offer to provide light commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices and made part of this bid.

6. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.

7. If our Bid is accepted, we will obtain the bank guarantee from a Scheduled Bank for a sum as mentioned in this tender document for due performance of the contract.

8. We agree to abide by this bid for a period of 180 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

9. Until an agreement is signed and executed, this bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.

10. We understand that you are not bound to accept the lowest or any bid, you may receive.

11. GGSIP University reserve the right to cancel the tender without assigning any reason.

12. GGSIP University reserves the right to reject any or all tenders without assigning any reasons whatsoever.

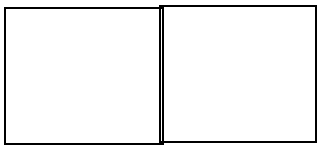
Place **Name & Signature(s) of Bidder(s) with seal of the Firm**

Date **Name of Bidder(s)_____**

Annexure – B

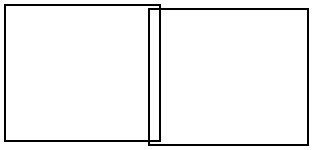
ORGANISATIONAL STRUCTURE OF THE TRANSPORTERS/FLEET OWNERS

1. Name & Address of the Vendor(s)*:
   (Attach photograph)



2. Telephone No. /Fax No. / E-mail :

3. Legal status of the Bidder (attach attested copies of original document defining the legal status)
   a) An Individual
   b) A Proprietary firm
   c) A Firm in Partnership
   d) A Limited Company or Corporation
   e) A Public Sector Undertaking



4. Particulars of registration with various Government Bodies (Attach attested Photocopy)
   Organization /Place of registration Registration No……

5. PAN Card No. _____ GST No _____

6. Names and Titles of Directors &Officers with Designation to be concerned with this work. :

7. Name & Designation of individuals authorized to act for the organization:
   (Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory)

8. Has the Vendor/ Firm / agency / contractor/Agency ever abandoned the awarded :
   Work before its completion in the last seven (7) years from the last date of bidding ? If so, give name of the work and reasons for abandonment.

9. Has the Vendor/ Firm / Contractor/Agency, or any constituent partner in case of Partnership firm, ever abandoned the awarded work before its completion in the last seven (7) years from the last date of bidding? If so, give name of the project and reasons for abandonment. :

10. Has the Vendor/ Firm / contractor/Agency ever been debarred/ blacklisted For tendering in any organization in the last five (5) years from the last date of bidding ? at any time? If so, give details. :

11. Has the Vendor/ Firm / Contractor/Agency ever been convicted by a Court of Law in the last five (5) years from the last date of bidding ? If so, give details. :

12. Any other information considered necessary but not included above. :

(*) In case of Individual/Proprietary firm, the photograph should be of the individual/proprietor. While in case of others, All partners' photographs or the photograph of the authorised person be pasted above.
I/We hereby declare that the information furnished above is true and correct

Place **Name & Signature(s) of Bidder(s) with seal of the Firm**

Date **Name of Bidder(s)_____**

Annexure-C

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR - 16 C, DWARKA, NEW DELHI- 110078

Passport Size photo of the contractor

TECHNICAL BID FORM

1. Name with address of the Tendering Company/Firm/Agency/Individual_____
   _____
2. Nature of Concern Firm (i.e. Sole proprietor or partnership firm or company under Company Act 1956)_____
3. Telephone No. /Fax No./ e mail address _____
4. Particulars of the vehicles available with bidder (Attach list of 50 vehicles as **"Annexure-H"**, up to maximum of 8 nos. of Hatchback, at least 27 nos. of Sedan and at least 15 nos. of SUV vehicles, all vehicles should not be older than three (03) years with copy of Valid Registration Certificate and Valid Permit.
5. Turn over and Profit & Loss of last five years i.e._____
   2021-22 _____
   2022-23 _____
   2023-24 _____
   2024-25 _____
   2025-26 _____
6. PAN No. _____
7. GST No. _____
8. EMD (Demand Draft/Bank Guarantee No./online deposit) _____ amount valid for Four months) _____
9. Registration No. with year of Establishment. _____
10. Bidder's Bank, its Address and Bank Account No._____

I/We the undersigned being firm / agency / contractor as mentioned above, hereby apply to the University for providing Taxi Services as described above in accordance with the terms & conditions of the Tender. I/We have read and understood the terms & conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the Tender & N.I.T. are also signed and being submitted with the tender form. **I/We hereby declare that the information furnished above is true and correct.**

Place **Name & Signature(s) of Bidder(s) with seal of the Firm**

Date **Name of Bidder(s)_____**

Annexure D

FINANCIAL INFORMATION

1) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be uploaded)

Item	2021-22	2022-23	2023-24	2024-25	2025-26
Gross Annual turnover on similar works (with paper proof) (In Lakhs)					
Profit/Loss (In Lakhs)					

Note: Attach certified copies of Balance Sheet of all years (2021-2026) audited, signed & stamped by Chartered Accountant.

Signature of Chartered Accountant with Seal

Place **Name & Signature(s) of Bidder(s) with seal of the Firm**

Date **Name of Bidder(s)_____**

Annexure E

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF RECEIPT OF BIDS

S. No.	Name of Work and Location	Owner of organization	Value in Lacs of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Remarks (whether services rendered was satisfactory or not)
1	2	3	4	5	6	7	8

i. "Value" shall mean gross value of the completed work. This should be certified by an officer of the client organization on their letter-head.
ii. Work completion certificate shall be attached.

* Indicate gross amount claimed and amount awarded in the Litigation/ arbitration.

Signature of Bidder(s) with Seal

ANNEXURE-F

DECLARATION FOR FAIR BUSINESS BY THE VENDOR

(Affidavit on Non-Judicial Stamp Paper of Rs.l00/- duly attested by Notary/Magistrate)

I/We _____ S/o Sh _____Resident of (Address) _____ do solemnly pledge and affirm:

That I/We certifying that I/We, M/s_____ in submission of this offer confirm that:-

i) I/We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;

ii) I/We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

iii) Our business has not been banned by any Govt. Organization/PSUs/Institutions/Schools/Universities in the last three years up to the submission date of bidding.

iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.

v) The information and documents submitted with the bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

vi) We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and we shall be liable for blacklisting, banning or forfeited, cancellation, penalty as deemed fit by the University.

vii) That no criminal case has been registered against me/us in last three years on the date of bid submission.

viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last five years.

ix) None of our relative is working in the University.

x) I/We undertake to provide drivers on the taxies without any criminal/immoral background.

xi) I/We will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University.

Place **Name & Signature(s) of Bidder(s) with seal of the Firm**

Date **Name of Bidder(s)_____**

Annexure-G

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY
(Refer Clause 12 of the NIT)
(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____(Guru Gobind Singh Indraprastha University, Delhi) (hereinafter called the "Department") of the other part.

2. WHEREAS _____(Guru Gobind Singh Indraprastha University, Delhi) has awarded the contract for providing vehicles on hire basis for Rs._____(Rupees in figures and words) (hereinafter called the "contract") to M/s_____(Name of the firm / agency / contractor)
(hereinafter called the "firm / agency / contractor").

3. AND WHEREAS THE Firm / agency / contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs._____ (Amount in figures and words).

4. NOW WE the Undersigned _____(Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____(Full name of Bank), hereby declare that the said Bank will guarantee the Guru Gobind Singh Indraprastha University the full amount of Rs._____ (Amount in figures and words) as stated above.

5. After the Firm / agency / contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha University to indemnify the Guru Gobind Singh Indraprastha University for any liability of damage resulting from any defects or shortcomings of the Firm / agency / contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Guru Gobind Singh Indraprastha University immediately on demand without delay without reference to the Firm / agency / contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Firm / agency / contractor. The Bank shall pay to the Guru Gobind Singh Indraprastha University any money so demanded notwithstanding any dispute/disputes raised by the Firm / agency / contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which Guarantee will be valid must be for at least three months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Guru Gobind Singh Indraprastha University agrees to grant a time of extension to the firm / agency / contractor or if the firm / agency / contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Guru Gobind Singh Indraprastha University and at the cost of the firm / agency / contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the firm / agency / contractor.

9. The neglect or forbearance of the Guru Gobind Singh Indraprastha University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions “the Department”, “the Bank” and “the Firm / agency / contractor” hereinbefore used shall include their respective successors and assigns.
IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the_____ day of _____(Month)_____(year) being herewith duly authorized.

For and on behalf of the _____Bank.

Signature of authorized Bank official
Name_____
Designation_____
I.D. No._____
Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.
Signature_____
Name_____
Address_____

Witness-2.
Signature_____
Name_____
Address_____

Annexure-H

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16C, DWARKA, NEW DELHI- 110078

LIST OF 50 VEHICLES, i.e. up to maximum of 8 nos. of Hatchback, at least 27 nos. of Sedan and at least 15 nos. of SUV vehicles**,** all vehicles should not be older than three (03) years.

S. No.	Make of Vehicle	Registration Number	Model &Year of Registration	Permit no. and its Validity
1.				
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50.				

Place
Date

Name & Signature(s) of Bidder(s) with seal of the Firm
Name of Bidder(s)_____

Annexure-I

AGREEMENT

The agreement is made on this _____ day of (month)_____ (year) between the Registrar, GGSIP University (herein after called the purchase) acting through its authorized officials _____ (respective GGSIPU) and _____ (Herein after called the firm / agency / contractor), whose address is _____.

The firm / agency / contractor shall provide commercial vehicles on hire basis for the University for official use on the rates and terms & conditions contained as mentioned in the tender document. Now, these present witnesses as and hereby agreed and declare by and between the parties these present as followings.

The transporter / firm / agency / contractor shall during the period of contract that is to say from date of execution of agreement to _____ or until this contract is determined by such notice as herein after mentioned will provide commercial vehicles not older than five (05) years, on the rates accepted as described as schedule to this agreement. **It is agreed by the firm / agency / contractor that number of vehicles required is likely to change and may be demanded according to the exigencies of service by GGSIP University, Delhi.**

ii) The firm / agency / contractor shall comply with all the terms and conditions of the tender document no. _____ dated _____ which are part and parcel of this agreement and forms integral part of this agreement.

iii) **The authorised officers of GGSIP University shall place orders for their requirements on the official hire order form and will receive acknowledgement from the firm / agency / contractor for supply of vehicles.** The firm / agency / contractor will provide the vehicle to the University on regular basis until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.

iv) The firm / agency / contractor will provide vehicles to GGSIP University not older than five (05) years and registered for the commercial purpose only and duty, taxes. Insurance etc. due for such vehicle shall be liability of the firm / agency / contractor.

v) The firm / agency / contractor shall submit bills to the GGSIP University on fortnightly basis for release of payment for the vehicles supplied to them respectively as detailed in tender.

vi) The driver of the vehicle shall be provided with the duty slip by the firm / agency / contractor where date, time, kms reading are to be filled and signed by the user/GGSIP University official. On the basis of these, the bill shall be raised to GGSIP University by the firm / agency / contractor for the vehicles under their control.

vii) Vehicles shall be supplied by the firm / agency / contractor with following approved rates:

viii) Time and Mileage will be calculated on the basis of difference between reporting time and releasing time of each duty as noted on the duty slip by the user. Distance covered shall be calculated from difference between reporting point KMs and releasing point KMs.

ix) If the firm / agency / contractor fails to provide the vehicle to GGSIP University and if the service is not found satisfactory enough, the GGSIP University shall have the right to terminate the contract in whole or part **for the vehicles under their control**.

x) In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the firm / agency / contractor. GGSIP University shall have no liability whatsoever.

xi) The tender document no._____Which is annexed to this agreement is an integral part of this agreement.

xii) For any legal dispute claims that may arise during the currency of the agreement in respect of vehicles provided by firm / agency / contractor. GGSIP University will not be liable for any loss, damage, etc.

suffered / to be suffered by the firm / agency / contractor or third party, as the case may be, and the firm / agency / contractor shall bear the sole liability arising out of such disputes.

xiii) If any reason GGSIP University is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the Tender period, it will be reported to the firm / agency / contractor on writing by the GGSIP University. The firm / agency / contractor without raising any dispute on such assessment by the GGSIP University regarding the standard of the vehicle provided or quality of service rendered by them, may immediately replace it with another commercial vehicle on receipt of such complaint.

xiv) The Contract shall also be liable for all fines, penalties and traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period.

xv) In the event of any question, dispute or differences arising under the agreement or in connection there with (Except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration GGSIP University. The agreement to appoint an arbitrator will be in accordance with the Arbitrator and Conciliation Act 1996.

xvi) All disputes are subjected to the jurisdiction of the court at Delhi Only.

In witness whereof the parties present have here into set their respective hands and seals the day. Year in _____

Above written:

( )	( )
Signature on Behalf of GGSIP University	Signature on Behalf of Firm / agency / contractor
Name: Designation: Seal:	Name: Designation: Seal:

Agreement signed in the presence of

Witness 1:	Witness 2:
Signature:	Signature:
Name:	Name:

Annexure –J

"Duty Slips/Movement Slips" (to be printed by the vendor)

Reporting Person name & Phone no.		Duty No.	
Reporting Place		Type of Vehicle	
Driver's name &phone number		Vehicle No.	
		Model No.	
Booked By		User Dept /Purpose	

Date	**Kilometres**		**Time**		**Total**		**Extra**	
	Starting	Closing	Starting	Closing	Kms	Hrs	Kms	Hrs

1. Time & Distance mileage calculated from the "reporting point/pick-up" to the "relieving point/releasing point / drop point".
2. No "duty slip" shall be entertained unless and until it is certified/verified by the concerned taxi user or University officer/Requisitioner
3. Goods Left in the Vehicle will be at Owner's Risk

Signature of the User of Vehicle

Countersigned by Requisitioner (If required)

Customer/User Comments/Suggestions, if any

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Annexure-K

PROFORMA FOR NET WORTH CERTIFICATE

(To be submitted on the letterhead of Chartered Accountant with UDIN)

Name of the Tender: _____

Tender Reference No.: _____

Name of the Bidder: _____

1. Details of Net Worth

Net Worth details of M/s _____ for the following financial years:

S.No.	Financial Year	Net Worth (₹ in Lakh)
01	FY 2023-24	
02	FY 2024-25	
03	FY 2025-26	

It is hereby certified that the Net Worth of M/s _____ has not been eroded by more than 30% in the last three financial years i.e. 2023 to 2026

Signature of Chartered Accountant with Seal
UDIN _____

Place

Date

Name & Signature(s) of Bidder(s) with seal of the Firm

Name of Bidder(s)_____

Annexure-L

SECTION – III

FINANCIAL BID

Performa for Quotation of Rates for Providing Taxis (commercial vehicle) not older than three (05) years **on as and when requirement basis** only for Delhi & NCR on Hire Basis **(The bidder should fill quoted rates for three types of variants of vehicles and two types of usage mode)**

NAME & ADDRESS OF THE FIRM :_____

_____

NAME OF THE FIRM / AGENCY / CONTRACTOR :_____

S. No.	Item Description/Type/ Make of Vehicle	Vehicle Weightage factor	Quantity	Rate quoted in Rupees (in figures and in words) by bidder	Total weightage bid
		A	B	C	D
1	**Hatchback AC** like Maruti Wagon R/Hyundai Grand i10 NIOS/Maruti Celerio/Tata Tiago/Tata Altroz/ Maruti Swift/Maruti Eeco or equivalent **(for 5 hrs/50 kms) (half day)**	**0.02**	**Each**		
2	**Sedan AC** like Maruti Dzire/Honda Amaze/Hyundai Aura/Maruti Ciaz/Hyundai Verna/Honda City or equivalent **(for 5 hrs/50 kms) (half day)**	**0.12**	**Each**		
3	**SUV AC** like Maruti Ertiga/Toyota Rumion/ Tayota Innova Crysta, Maruti Invicto/Toyota Innova Hycross/Maruti XL6/ Kia Carens/Mahindra Marazzo/Tata Safari/Tata Scorpio or equivalent **(for 5 hrs/50 kms) (half day)**	**0.06**	**Each**		
4	**Hatchback AC** like Maruti Wagon R/Hyundai Grand i10 NIOS/Maruti Celerio/Tata Tiago/Tata Altroz/ Maruti Swift/Maruti Eeco or equivalent **(for 8 hrs/80 kms) (Full day)**	**0.08**	**Each**		
5	**Sedan AC** like Maruti Dzire/Honda Amaze/Hyundai Aura/Maruti Ciaz/Hyundai Verna/Honda City or equivalent.**(for 8 hrs/80 kms) (Full day)**	**0.48**	**Each**		
6	**SUV AC** like Maruti Ertiga/Toyota Rumion/ Tayota Innova Crysta, Maruti Invicto/Toyota Innova Hycross/Maruti XL6/ Kia Carens/Mahindra Marazzo/Tata Safari/Tata Scorpio or equivalent **(for 8 hrs/80 kms) (Full day)**	**0.24**	**Each**		
				Total Weighted Rate	

Note :

a. L1 shall be decided on the basis of total of column 'D' examined after comparison of all financial bids.
b. The bidder should fill quoted rates only in Column `C` for three types of variants of vehicles and two types of usage mode.
c. The rates of item should be quoted excluding statutory taxes, state taxes, toll & parking charges and same shall be paid by University at the time of billing.
d. The L1 bidder selected shall be paid/given the extra charges for extra KMs, extra HRs and Night Charges if any, only as per the rate stated herein below.

Rate for extra per KM, Extra per HR and for single night halt charges are fixed as follows:

S. No.	Item Description/Type/Make of Vehicle	Rates for Extra Km (Per Km) (in Rs.)	Rates for extra Hours (Per hr.) (In Rs.)	Night halt charges of Driver (11:00 pm to 05:00 am) (In Rs.)
1	**Hatchback AC** like Maruti Wagon R/Hyundai Grand i10 NIOS/Maruti Celerio/Tata Tiago/Tata Altroz/ Maruti Swift/Maruti Eeco or equivalent	**16**	**80**	**300**
2	**Sedan AC** like Maruti Dzire/Honda Amaze/Hyundai Aura/Maruti Ciaz/Hyundai Verna/Honda City or equivalent	**18**	**120**	**300**
3	**SUV AC** like Maruti Ertiga/Toyota Rumion/ Tayota Innova Crysta, Maruti Invicto/Toyota Innova Hycross/Maruti XL6/ Kia Carens/Mahindra Marazzo/Tata Safari/Tata Scorpio or equivalent	**22**	**180**	**300**

Place..... **Name & Signature(s) of Bidder(s) with seal of the Firm**

Date..... **Name of Bidder(s)_____**