

## Request for Proposal (RFP)

**Subject: Annual Rate Contract for Commercial Taxies on Monthly/daily basis**

**Ref. No. \_\_\_\_\_, dated:**

### INVITATION TO BIDS

**Requested by:**

**Institute of Mathematics and Applications, Bhubaneswar (IMA),  
Andharua, Bhubaneswar**

**Website: [www.iomaorissa.ac.in](http://www.iomaorissa.ac.in)**

**Organisation Profile:** Institute of Mathematics and Applications, Bhubaneswar (IMA, Bhubaneswar) established under Science & Technology Department, Government of Odisha, is a premier Institution in India involved in teaching, research and nurture activities.

### REQUEST FOR PROPOSAL (RFP)

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Andharua, Bhubaneswar**

**Website: [www.iomaorissa.ac.in](http://www.iomaorissa.ac.in)**

**Title of Request for Proposal:** Hiring of commercial taxies with and without Air Conditioners on Monthly/Daily basis.

#### **Scope of work:**

Institute of Mathematics and Applications intends to hire taxies both with and without Air Conditioners to meet its day to day requirement. The vehicles may be engaged both on monthly basis as well as on KM/Hour/Day basis depending upon the requirements.

#### **Submission of bid:**

Interested parties can send their quotations with complete details in form of Annexure A (Technical Bid) and Annexure B (Financial Bid) to **the Director, Institute of Mathematics and Applications, Bhubaneswar** at Andharua, Bhubaneswar - 751029 on any working day upto **15.00 hours** on or before **15<sup>th</sup> September, 2017**.

The Technical and Financial Bid must be submitted in separate sealed envelopes clearly super-scribing "**Technical Bid**" or "**Financial Bid**" for hiring of taxies respectively on them. Both the sealed envelopes should be kept in a third sealed envelope super-scribing "**QUOTATION for hiring of Daily/Monthly Taxies.**"

**General Terms and Conditions:**

1. The vehicles should not be more than 2 years old from its purchase from the show room and should be registered as taxi along with driver holding valid professional driving license and other required documents.
2. The registration of vehicles should not be older than 2016 model (2016 and onwards)
3. The rate quoted should be valid for a period of one year. However the period of validity may be extended on mutual agreement.
4. The taxies to be supplied should be Commercial Vehicle and in excellent condition and should have permit to move in Odisha.
5. The Firm should have at least 3 years experience in the Tour and Travelling business in providing taxies in the reputed organisation/Firm.
6. The Firm should be in a position to supply taxies in addition to regular one on short notice as and when needed.
7. The drivers of the taxies should be fully conversant with the route of Bhubaneswar and should be well dressed/behaved.
8. The Firm should be in a position to provide standby taxies in case of any breakdown.
9. All expenses will have to be borne by the firm in case of breakdown of the vehicles supplied. Immediate replacement of breakdown vehicle will have to be provided.
10. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, IMA-Bhubaneswar will be free to call another vehicle from the open market and the expenses on this account will be deducted from pending bill. Besides it, IMA, Bhubaneswar may charge financial penalty for every such lapses.
11. The Firm should be available on his direct telephone (office as well as residence) so as to call the taxies on emergency basis. The Mobile number should also be given. The Firm should be able to provide taxies on holidays/Sundays also.
12. Compensation and related expenses, whatsoever in case of any casualty (unforeseen) shall be borne / paid by the firm.
13. Bidders should quote their unconditional rates strictly in the prescribed proforma. Cutting, over-writing, if any, should be duly counter-signed.



14. The competent authority reserves the right to accept or reject any bid in full or part without assigning any reason thereof. The decision of the competent authority in this regard shall be final and binding on the firm.
15. The payment for the services will be made on monthly basis on receipt of bill from the firm along with the signed duty slip of the requisitioned officer.
16. The firm shall provide a log book to the driver and he will ensure that it is properly maintained by the driver.
17. Payment of all kind of taxes or duties except toll taxes & parking fees wherever required while plying the vehicle will be liability of the firm. The toll taxes and parking fee shall be paid by the firm and billed to IMA at the end of a month.
18. All charges towards repair/servicing, salary of drivers, petrol/diesel/CNG expenses, any other incidental expenses on operation and maintenance of the hired vehicles would be borne by the firm. The vehicles would 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 firm and IMA, Bhubaneswar shall not be liable in any matter whatsoever.
19. The successful bidder shall be required to sign an agreement with IMA, Bhubaneswar.
20. The Financial Bids of only those bidders will be opened whose Technical Bids are found complete in all respect. The date and time of opening the Financial Bids will be intimated in the due course. In case any required information/document is not found with Technical Bid, Financial Bid of the Bidder will not be opened.
21. The Bidders should be able to provide at least one AC and one Non-AC vehicle on demand. However, the demand may increase/decrease subject to the requirement.

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**Technical Bid for hiring of taxies**

1. Name of the Firm:
2. Address of the Firm:
3. Name(s) of the Proprietor:
4. Telephone No.      Office .....
- Residence .....
- Mobile .....
5. Income Tax PAN No.  
(Copy to be enclosed)
6. GST Registration No.  
(Copy to be enclosed)
7. No. of Vehicles with Make, Model and Registration No.  
AC  
Non - AC  
(Photocopies of Registration Certificates to be enclosed)
8. List of Major Customers to whom the services of vehicles Provided during last 3 years: (Produce the order copies)
  1. ....
  2. ....
  3. ....
  4. ....
  5. ....
9. Whether copy of RFP duly signed on each page is enclosed?      YES/NO

I/We hereby declare that I/We have my/our own vehicles and above particulars are correct. I/We have read the terms and conditions of the RFP enclosed with this form duly signed on each page and I/We shall abide the same.

Date: \_\_\_\_\_ (Signature of Bidder)

Place: \_\_\_\_\_ Address of the firm/Seal.....

