



# ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE

(Council of Scientific & Industrial Research)  
Hoshangabad Road, Near Habibganj Naka,  
Bhopal - 462064

## NIT/Taxi/Gen. 1-A/2010

### HIRING OF TAXIES

Sealed Quotations are invited from the reputed/registered Bhopal based Travel Agencies to provide Taxies on hire basis as and when required by this Institute. Interested parties may quote their hiring rates of vehicles on or before 17.03.2010 on the prescribed form containing terms, conditions & other details which is available from General Section on all working days upto 17.03.2010 on deposit of Rs.200/- as Tender fee in the form of Bank Draft of any Nationalized Bank payable at Bhopal, which is not refundable. The D.D. is to be drawn in favour of "Director, AMPRI, Bhopal". Tender documents can also be downloaded from our website [www.ampri.res.in](http://www.ampri.res.in) free of cost.

For further details visit our website [www.ampri.res.in](http://www.ampri.res.in).

**SECTION OFFICER**



प्रगत पदार्थ तथा प्रक्रम अनुसंधान संस्थान  
ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)  
COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
होशंगाबाद रोड, हबीबगंज नाका के पास,  
HOSANGABAD ROAD, NEAR HABIBGANJ NAKA,  
भोपाल – 462064  
BHOPAL – 462064

एन.आई.टी / टैक्सी / सामान्य. 1-अ / 2010

टैक्सी चाहिए

प्रतिष्ठित/पंजीकृत ट्रेवल एजेंसियों से मुहरबंद निविदाएं आमंत्रित हैं, जो संस्थान की आवश्यकतानुसार जब भी जहाँ भी जरूरत हो, के आधार पर किराये से टैक्सियां प्रदान कर सकें। इच्छुक पक्षकार विहित प्रपत्र में दिनांक 17.03.2010 तक या उससे पूर्व अपने वाहनों की किराया दर भरकर संस्थान में जमा करें। इस प्रपत्र में निबंधन, शर्तें एवं अन्य विवरण दिये हुए हैं। यह प्रपत्र समस्त कार्य दिवसों में रु.200/- (रुपए दो सौ मात्र) निविदा शुल्क डिमांड ड्राफ्ट जमा कर सामान्य अनुभाग से दिनांक 17.03.2010 तक प्राप्त किया जा सकता है। यह शुल्क अप्रतिदेय है। यह डिमांड ड्राफ्ट "निदेशक, ए.एम.पी.आर.आई., भोपाल" के पक्ष में देय होना चाहिए। यह शुल्क किसी भी राष्ट्रीयकृत बैंक द्वारा जारी होना चाहिए। यह निविदा प्रपत्र [www.ampri.res.in](http://www.ampri.res.in) से निशुल्क डाउनलोड किया जा सकता है,।

अधिक जानकारी के लिए वेबसाइट [www.ampri.res.in](http://www.ampri.res.in) का अवलोकन करे।

अनुभाग अधिकारी



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Bhopal – 462064.

Name of work : - **Hiring of Taxi.**

**CONTENTS**

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1	Contents	1
2.	Terms and Conditions	2 &3
3.	Part –I	4
4.	Part –II	5

Note : Party buying the tender should confirm that they have received all the above documents.

Tender issued to: \_\_\_\_\_

Tender fee paid Rs. \_\_\_\_\_ vide Receipt/ Bank draft No. \_\_\_\_\_ dated \_\_\_\_\_ .

Signature of Party/vendor with date \_\_\_\_\_.

Signature of the Tender issuing officer with date \_\_\_\_\_ .



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**Tender Form**  
**(To be kept alongwith Part-I)**

1. This tender (TWO BID SYSTEM) shall contain two parts viz., Part-I will contain details of vehicles with valid papers, like insurance, valid licence, payment of road Tax, proof of ownership of vehicles etc. in support of experience attach documents such as work order from Government, Semi. Govt., State Govt. must also be kept in part-I. Part –II is the financial offer, the format of which is enclosed herewith.

Part-I and Part II of the quotation shall be kept separately in separate envelopes clearly indicating Part-I or Part-II as the case maybe. These two envelops of Part-I and Part-II must be kept in covering envelope super scribed with “Tender for supply of Taxi, 2010 ”.

2. The period of this contract will be for one year from the date of work award issued with trial period of two months, which may also be curtailed or extended, at the discretion of the Director AMPRI, BHOPAL.
3. Required vehicle should report to the concerned Staff / Guest within 15 minutes before the scheduled time of the trip failing which 20% payment shall be deducted from the bill.
4. Before & after the trip, meter reading of the vehicle should be noted in duty slip in front of user officer, which shall be signed by the officer and driver.
5. In case of any accident and or emergency during the travel, entire expenditure and compensations to the victims and user is the sole liability of the contractor.
6. If the vehicle (s) is/are not provided as per our requirement, contract may be terminated.
7. Pre-receipted bill in duplicate along with duty slip signed by concerned should be immediately submitted to the office for early payment.
8. The last date of submission of completed tender form is on **17.03.10** in the office of The Controller of Administration, ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE Hoshangabad Road, Near Habibganj Naka, Bhopal – 462026. The tender will be opened on **18.03.2010** at **11:30 a.m.** in the presence of tenderer if any. Tenderer should ensure that Tender would reach well in time. For any delay in submission of tender due to any reason, AMPRI will not be responsible. The tender must be addressed to Director, AMPRI, Bhopal.
9. Contract shall be terminated at any time within the contract period if the services are not satisfactory. Decision of Director, ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE, Bhopal will be final and binding.
10. The Director, AMPRI, reserves the right to accept or reject any tender without assigning any reason thereof.
11. Canvassing in any form is prohibited.
12. Tenderer must give in writing if he is related to any staff of AMPRI.
13. The decision of Director shall be final and binding on the Contractor.
14. Incomplete Tender Form is liable to be rejected.
15. The Tenderer must comply with all the relevant acts as applicable on them eg. Shops and Establishment Act. , Service Tax Act, Transport Acts etc.
16. Deduction of Income Tax as TDS will be done as per rule.
17. Tenderer must sign in each paper of this Terms and conditions in token of acceptance of the terms & conditions and keep it along with Part-I .

18. **The taxi operators must have experience of 5 years. It should be supported through the registration of their firm as evidence.**
19. **The taxi operators must be Service Tax payer and registered under the appropriate authority and they must submit a copy of the registration certificate alongwith Part-I i.e. Technical Bid Rates quoted in the financial bid should not include service tax . Service tax as per rule will be paid.**
20. **The taxi operators must have the evidence of outstanding record towards services in terms of punctuality; behavior maintenance of vehicles. The vehicles should have good interior/clean seat cover, good engine pick up, less noisy, comfortable etc.**
21. **The vehicles provided must not be earlier than 2005 model.**
22. **The vehicles provided must have all relevant permissions related to operation of vehicles as a taxi failing which contract will be terminated and penalty shall be imposed.**
23. **Priority at the time of consideration of the offer shall be given to the parties having ownership of at least three vehicles. Registration Certificate in support of this must be submitted alongwith Part – I.**
24. **Conditional –Tender shall be rejected.**
25. **Offer of the Venders not fulfilling terms and condition of the tender shall be rejected.**
26. **Submission of Financial bid will be deemed to be taken as acceptance of above terms and condition by the contractor.**
27. **EMD Rs.5,000/- (Rupees five thousand only) must be submitted along with the Part-I by the way of Demand Draft drawn from any Nationalized Bank payable at Bhopal. The D.D. must be drawn in favour of “Director, AMPRI, Bhopal”. If participants in this tender do not submit the EMD amount as mentioned then their offer shall be rejected and will not be considered. EMD shall also be forfeited if any terms of this tender is violated and or if successful bidder(s) fails to commence the work as per the office order in the discretion of the Director, AMPRI, Bhopal.**

**Sd/-  
SECTION OFFICER (G)**

**Acceptance of above terms & Condition**

**Signature of the Party :  
With Seal :  
Name of Party :  
Addresses :  
Name of contact persons :**

**Place : \_\_\_\_\_**

**Phone No. : \_\_\_\_\_**

**Date : \_\_\_\_\_**

**Mobile No. : \_\_\_\_\_**



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## **PART –I** **(To be kept in separate envelopes)**

(EMD must be submitted along with this bid. Please refer point no.27 in the terms and condition of the tender document)

1. Name and Address of the Travel Agency :
2. Name of the proprietor :
3. Phone / Mobile Nos. :
4. Year of Starting the Travel Agency :
5. Registration Number of Travel Agency (enclosed a copy) :
6. Name of the parties to whom you are Providing vehicle (if necessary please enclose separate sheet(s)) :
7. Minimum Notice required for providing taxies. :
8. Distance from Garage to AMPRI :
9. Kinds of vehicle that can be provided by the party :
10. Types of vehicles owned by the agency (enclosed copy of registration certificate as a proof) :
11. Whether the contractor can provided vehicle within 15 minutes of demand. (Tick appropriate.) : Yes / No
12. Details of EMD submitted along with Part-I are as under :-
  - (a) D.D. No. \_\_\_\_\_
  - Date \_\_\_\_\_
  - Amount \_\_\_\_\_
  - Name of the Bank \_\_\_\_\_

**Signature of the Party** :  
**With Seal** :  
**Name of Party** :  
**Addresses** :  
**Name of contact persons** :

**Place** : \_\_\_\_\_

**Phone No.** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Mobile No.** : \_\_\_\_\_



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### PART – II

**(To be kept in separate envelops)**

(Don't submit EMD along with this Part. It must be submitted separately along with the Part-I, Please refer the point no.27 of the terms & condition of tender)

S l. No	Type of Vehicle	RATE for per day hire of taxi.										
		4 hrs. 40km.		8hrs 80km.		Outstation charges for minimum running 250 Km. Per day		Local Running per Hour		Per Km. Charges for local & Outstation		Night Halt Charges
		Rs.		Rs.		Km.		Rs.		Rs.		Rs.
		a.c.	n.a.c.	a.c.	n.a.c.	a.c.	n.a.c.	a.c.	n.a.c.	a.c.	n.a.c.	
1	TATA SUMO											
2	TAVERA											
3	INNOVA											
4	SCORPIO											
5	TATA INDICA											
6	Maruti Esteem											
7.	Honda City											

Place :

Date :

Signature of the Party :

Address :

Phone No. :

Mobile No. :

