

To

Sub. : Notice Inviting Tender for Empanelment of Taxi Operator at HUDCO, Ahmedabad Regional Office - reg.

Sir,

Housing & Urban Development Corporation Limited (HUDCO) is a fully owned Government of India Enterprise under the administrative control of Ministry of Housing & Urban Affairs, New Delhi.

HUDCO would like to empanel Taxi Operator, who can provide excellent services for supply of Taxi on rental basis for our official requirement. The terms and conditions for inviting Tender for empanelment are as follows:-

- (i) The operator should have an experience of at least three years in the field of providing vehicles to reputed organizations and the proof of experience like letters of empanelment, award of work (3 reputed organization) etc. is to be submitted.
- (ii) The vehicles in provided should not be more than 5 years i.e. Reg year 2019 or latest old from the date of this letter. Copy of registration certificate of vehicles available with agency is to be enclosed. The vehicle should be maintained in good condition and as per Gujarat Vehicle Act.
- (iii) The vehicle may be requisitioned for local/ Ahmedabad city, sub urban, intra-city or inter-state destinations on 24 x 7 basis.
- (iv) The operator shall be responsible for safe and timely journeys. In case of journey is likely to be delayed by more than one hour due to any defect in the vehicle, the operator shall make alternative arrangements. In case, timely alternative arrangements are delayed, HUDCO may make its own arrangements at the operator's cost of expense. A suitable penalty as decided by HUDCO for non-arrangement of alternative arrangements for incidents outside Ahmedabad shall be payable to HUDCO by the operator in addition to expense incurred by HUDCO for making such arrangement.
- (v) The operator is solely responsible for any loss occurs to the taxi or its driver. The operator has to indemnify HUDCO against any loss caused to HUDCO passenger / property or third parties.
- (vi) The operator has to ensure that the vehicle driver is having valid driving license and should be sent in proper uniform as and when required, preferably 15 minutes before reporting time. As far as possible, advance notice of requirement of taxi services would be provided by HUDCO. However, in case of emergency requisition, vehicle should be sent within a maximum time period of 60 minutes.
- (vii) The driver should have good knowledge of roads in Ahmedabad and Gandhinagar, other district of Gujarat State, UT of Daman & Silvassa and Dadra & Nagar Haveli.

- (viii) The driver should be well mannered, polite, no police or court case against the driver and in case of any misbehavior, the operator shall be solely responsible.
- (ix) A printed duty slip should be used for each and every trip on daily basis and driver in-charge should obtain the signature of the traveler or accompanying designated HUDCO official certifying and confirming the stated particulars.
- (x) The bill/Invoice to be processed for payment shall be submitted to HUDCO along with the countersigned duty slip, Toll payment, Parking receipt etc. within a week of the journey.
- (xi) The invoice raised should be in line with the latest Goods and Service Tax Act.
- (xii) Payment(s) will be made by NEFT/RTGS system upon receipt of the bill/invoice favoring the operators bank account. The applicable taxes shall be deducted from the payment as per Income Tax Act/GST Tax Act.
- (xiii) All statutory requirements relating to the vehicle shall be complied with the operator including timely payment of taxes, levies, insurance premium, pollution control certificate etc and operator shall indemnify HUDCO against the consequences of any shortfall in this regard.
- (xiv) HUDCO shall have the right to terminate the contract if the services are found unsatisfactory and any fact is not provided / hided for getting the contract and the decision of Regional Office, Ahmedabad in this regard shall be final and binding to the operator.
- (xv) No dead mileage would be payable from contractor's premises to starting point and vise versa. A Journey slip for each the journey performed duly signed by the officer (utilized the said vehicle), would be submitted by the contractor along with the bills and slips.

Other Terms and Conditions to be taken care of before submitting the quotation:-

- a) Bids should be submitted in three sealed covers containing EMD, Technical and Financial Bid and finally placed in one sealed cover superscribing on top **“Empanelment of Taxi Operator”** with the name and full address of your organization and should be sent to:

The Regional Chief,
HUDCO, Ahmedabad Regional Office
HUDCO Bhawan, 2nd Floor, Ishwar Bhuvan Road,
Navrangpura,
Ahmedabad – 380 009

Quotation should be completed in all respects and should reach latest by **3.00 p.m. on or before 17.06.2024**. Incomplete quotations/ quotations received later than the stipulated date and time shall be summarily rejected. HUDCO shall not be responsible for postal delay. The technical bid shall be opened **on 17.06.2024 at 03.30 pm**. The bid shall be first assessed technically and list of documents to be submitted for technical qualification is mentioned in technical bid at Annexure-I. The financial bid of only those bidders who are technically qualified will be opened on **17.06.2024**.

- b) The operator should be Goods and Service Tax registered operator and shall provide the details/proof of GST registration certificate and also provide following details. GST registered vendors who opted for RCM can also apply.
- c) The operator should have an office in Ahmedabad.
- d) The operator should have registered on TReDS or applied.
- e) Copy of valid registration certificate (Establishment Certificate issued by local body / Professional Tax receipt / GST Registration / Certificate of Incorporation / Partnership Deed) to be submitted.
- f) Operator shall provide a copy of PAN card and Goods and Service Tax (GST) Registration certificate.
- g) The quotation should be submitted with an EMD of Rs 1000/- (Rupees One Thousand only) by Demand Draft drawn in favour of HUDCO payable at Ahmedabad, failing which quotation will not be considered. The Demand Draft of unsuccessful agency shall be returned without any interest.
- h) In case of bidders who are registered with MSME, no EMD shall be payable and any other relaxations, as may be announced by the Govt. from time to time, shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract. The bidder will have to submit the copy of registration (with MSME), certificate/document along with Technical Bid.
- i) Demand Draft towards EMD of successful bidder shall be retained till the Security Deposit of same amount is remitted to HUDCO, Ahmedabad Bank Account through Digital Mode. The security deposit shall be refunded on satisfactory completion of contract of one year.
- j) The rates of various categories of vehicles should be quoted in the financial bid only in the format provided at Annexure II. In case L1 rates are not quoted in all the category by a single agency, then the sum of all the quoted rates will be taken and party with lowest total will be declare L1 Party.
- k) The charges for inter-state permits, toll payments and parking fees will be reimbursed on actual basis on producing of receipts/bills alongwith monthly invoice/bills.
- l) The rates quoted, should clearly specify without GST as there is GST-RCM is also applicable.
- m) The successful bidder should ensure timely deposition of GST liability and filing of GST returns as per schedule dates, if any interest of penalty is levied on the HUDCO due to any lapse on the part of successful bidder due to noncompliance of GST rules, improper uploading of invoice particulars on GST portal or nonallowance of GST input credit to HUDCO, the same will be recovered from successful bidder.
- n) The period of validity of quotations for acceptance, shall be for one year from the date of acceptance of rates. HUDCO does not entertain requests for escalation in cost/price on account of any reason during the period of validity of quotations.

- o) Bidders, before submitting quotations should clearly understand HUDCO's requirement and, in case, any information/clarification is required he/she may visit HUDCO office during any working days (i.e from Monday to Friday between 9.30 AM to 6 PM). It may be noted that no clarification/information after closure of the last date of receipt of quotation/would be entertained.
- p) In case of same rate quoted by different agencies for lowest bid, the preference will be given to the agency in the order of more number of vehicles owned by the agency, average turnover and number of years in existence.
- q) HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason and the decision of the Regional Chief, HUDCO, Ahmedabad in this regard shall be final.
- r) The period of contract shall be for one year from the date of acceptance of terms and conditions with an option of extension for one more year which will be decided by HUDCO at the end of first year with the same terms and conditions.
- s) HUDCO has the right to call for clarification / evidence / supporting document etc. during evaluation of technical bid.
- t) All the matter of dispute arising out of this shall be subject to courts of Ahmedabad City jurisdiction only.
- u) The successful bidder has to enter into an agreement with HUDCO on a stamp paper of Rs.300/- (Rupees Three hundred only) with regard to the terms and conditions of this contract.
- v) In case of any clarification kindly contact the undersigned Mob.9227884424.
- w) In case of any discrepancy the English version will prevail.

Thanking you,

Yours faithfully,

Vimal Kumar Sharma
Joint General Manager (Project)

Offer for Empanelment of Taxi Operator

Technical Bid

(To be submitted in separate sealed envelope)

1	Name of the Agency	:			
2	Address & telephone no	:			
3	Year of existence				
4	Copy of Pan card (Copy to be enclosed)				
5	GST Registration No. (Copy to be enclosed)				
6	No of years of experience (Establishment Certificate issued by local body / Professional Tax receipt / GST Registration / Certificate of Incorporation / Partnership Deed)				
7	List of clients alongwith performance certificate, if any.		Nature	Period	
8	Details of vehicle available with agency. Copy of registration certificate to be enclosed		Type	Number	Year of purchase
9	Turnover in the last 3 years (Rs. in Lakhs)		2020-21	2019-20	2018-19
10	TReDS Registered if not then applicant will have to apply for TReDS registered and provided application no.		Yes/No TReDS application No. _____		

11	Three reputed clients (copy of empanelment letter / work order are to be enclosed)		
12	Bank Details : Name of Bank & Branch Address Tele. No., Fax No Type of A/c & A/c. No. Bank Code of MICR : IFSC Code of Bank		
13	EMD Amount with details	:	
14	Any other information		

Note : Copy of documents as proof with respect to Sr. No. 3,4,5,6,7,8, 10 & 11 are to be submitted to qualify technically.

Date :

Signature :
Name of Authorized Person :
Name of Agency :
Seal

Annexure-II**Offer for Empanelment of Taxi Operator****Financial Bid****(To be submitted in separate sealed envelope)****(Amount in Rupees)**

Charges for	Hatch Back Swift/ i20 equivalent		Compact Hatch Back Dezire/Aura equivalent		Sedan Above 4 Mtr. Ciaz/Honda City/Verna equivalent	MUV 7/8 Seater Premium SUV Innova Crysta or equivalent ertiga
	Non A/C	A/C	Non A/C	A/C		
Airport pick up/ drop						
Rly station pick up/ drop						
4 Hrs / 40 Km						
8 Hrs / 80 Km						
12 Hrs / 120 Km						
Extra Rate Per Km						
Extra Rate Per Hrs.						

**Out Station Duty Rate other than
Ahmedabad/Gandhinagar**

Charges for	Hatch Back Swift/ i20 equivalent	Compact Hatch Back Dezire/Aura equivalent	Sedan Above 4 Mtr. Ciaz/Honda City/Verna equivalent	MUV 7/8 Seater Premium SUV Innova Crysta or equivalent ertiga
Minimum Km Per Day				
Minimum Rate Per Hrs				
Minimum Rate Per Km				

* Specific brand name of vehicle to be mentioned

Any Other Charges

Sr. No.	Particulars	Amount in Rupees
1	Driver charges for Local duty	
2	Driver Charges for Out station duty	
3	Any other charges	

Note : Rate should be excluding GST amount.

Date :

Signature :

Name of Authorized Person :

Name of Agency :

Seal