



10, INSTITUTIONAL AREA, VASANT KUNJ, NEW DELHI – 110 070

Tender Document for Hiring of Taxi on Hire on need basis

TERI School of Advanced Studies, New Delhi (Deemed to be University)

Quotations in the enclosed prescribed proforma form are invited from registered transporters within the National Capital Territory of Delhi for hiring of a Taxi for the use of TERI SCHOOL OF ADVANCED STUDIES on need basis.

Terms and Conditions of the contract are as under: -

1. The cars of 2018 onwards model which are in excellent running condition with immaculate interior and seat covers only are to be provided. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body/ upholstery etc. should be decent looking; the cars should be in good mechanical condition and conform to all the relevant rules besides being roadworthy. Cars should be fully upholstered and provide with all other necessary comforts and facilities.
2. The firm shall be responsible for providing the required number of vehicles as and when required, at any time, even at short notice: The service should be available round the clock. The firm must have a 24hrs working telephone system so that the requirement of cars can be met on need basis at a short notice at odd hours. The drivers should have mobile phones so that they could be contacted during duty hours.
3. The kilometre mileage for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty to the point of vehicle released i.e. TERI School of Advanced Studies, Vasant Kunj New Delhi or other such place as selected by the TERI School of Advanced Studies. No mileage will be allowed to drivers for lunch/breakfast or for drawl of fuel etc. hours are to be calculated from place of reporting and place of relieving of the vehicles. The owner will be reimbursed additional kms and hours beyond the prescribed kms & hours.
4. The vehicles supplied by the firm may be required to ply in NCR areas, such as NOIDA, Ghaziabad, Gurgaon, Faridabad and therefore, vehicle supplied should be fit to run in all such areas.
5. All expenses will have to be borne by the contactor in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. The contractor shall be required to immediately provide standby vehicle in case of any breakdown.
6. All the charges towards repair/ servicing, salary of the Driver, fuel expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by contractor. TERI School of Advanced Studies will not be responsible for any challan, loss, damage or accident to the vehicle to any other vehicle or injury etc. The car would be insured in all respects by the contractor.

7. All liabilities arising out of any legal dispute, accident etc. shall be borne/paid by the contractor and TERI School of Advanced Studies shall not be liable in any manner whatsoever.
8. The car with the driver would be placed at the disposal of the TERI School of Advanced Studies as and when required. TERI School Of Advanced Studies would also be free to use the hired car in any manner for carrying officials, luggage & other material etc. as per its requirement and the contractor will not have any objection to it.
9. The driver of the vehicle will get signed a bill/sheet in respect of the hired car. The said bill/sheet will have to be signed by the actual users and these will have to be sent along with bills of each car for verification and payment of bills. Name of the Officer concerned should be clearly written on the bill. The driver of the car should have valid driving license from the appropriate authority and also should have experience of at least 5 years. He should be well trained to behave with senior officers, punctual and well aware of the routes of Delhi/NCR.
10. Payment of hiring charges will be made on monthly basis on submission of original bills. The payment would be transferred online through NEFT/RTGS mode.
11. The Actual parking charges/toll taxes/ entry taxes inter-state taxes for journeys/ service taxes will be reimbursed along with the hiring charges, original receipts to be attached with the bill.
12. In the event of the contractor withdraws from the contract without providing a one-month prior written notice and without explicit consent from TERI School of Advanced Studies, the contractor shall be liable for the recovery of any additional costs incurred by TERI School of Advanced Studies due to higher rates compared to the contracted rates. Additionally, the bill amount for the current month shall be forfeited.
13. TERI School of Advanced Studies reserves the right to cancel the contract by giving one month's notice in writing, without assigning any reason.
14. No compromise will be made by TERI School of Advanced Studies towards punctuality, cleanliness, obedience, promptness; behaviours etc. if the contractor, at any point of time during official duty, fails to perform duties, as directed by TERI School Of Advanced Studies, the contract will be cancelled forthwith without any notice by TERI School of Advanced Studies.
15. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/paid by the Contractor and TERI School of Advanced Studies shall not be liable in any matter whatsoever.
16. Jurisdiction for legal disputes, if any, arising during the currency of the contact, will be Delhi Courts only.

Nature of Duties	Type of Vehicles			
	Dzire/Etios/Xcent /Amaze	Toyota Innova /Crysta/ Ertiga	Traveller	Bus
Local				
Upto 4 hrs/40 Km				
Upto 8 hrs/80 km				
Extra hour				
Extra Km				

Outstation duty				
Upto 4 hrs/40 Km				
Upto 8 hrs/80 km				
Extra hour				
Extra Km				

The above cost does not include:

- a) Parking Charges
- b) Toll Charges
- c) Any other tax as per Govt. Guidelines

Eligibility

Eligibility Criteria Agencies must fulfil the following criteria:

- Registered company/firm with valid licenses under relevant statutory laws.
- Minimum 5 years of experience in providing similar services to reputed institutions or organizations.
- Annual turnover of at least 25 lakhs in the last three financial years.
- Valid registrations: GST, EPF, ESI, PAN, and Labour License.
- Should not have been blacklisted by any government or private organization.

Submission of Bids

Interested agencies are required to submit their bids in two parts:

a) Technical Bid

- Company profile
- Details of experience and clientele
- Statutory registrations and licenses
- Organizational structure and manpower strength
- Any certifications (e.g., ISO)
- Documents supporting all the mandatory eligibility criteria(s).

b) Financial Bid

- Monthly rate for
 - Breakup of wages, statutory payments, service charges, and taxes
 - Any additional service cost (optional)
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Important Dates

Event	Date
Issue of Tender Document	3 June 2025
Last Date for Submission	10 June 2025
Opening of Technical Bids	12 June 2025
Opening of Financial Bids	13 June 2025
Date of conclusion of agreement	16 June 2025

Terms and Conditions

- The contract shall initially be for a period of one year, extendable based on performance and mutual agreement.
 - TERI SAS reserves the right to reject any or all bids without assigning any reason.
 - No advance payment will be made.
 - All applicable statutory deductions will be made at source.
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Address for Submission

The sealed tenders should be submitted to and mailed to gauri.rana@terisas.ac.in

The Registrar

TERI School of Advanced Studies
Plot No. 10, Institutional Area,
Vasant Kunj, New Delhi – 110070

Contact for Clarification

For any queries or clarifications, please contact: Ms Gauri Rana, 011-71800222