

**TENDER DOCUMENT  
FOR EMPANELMENT OF  
TAXI/CAR SERVICE OPERATOR  
FOR  
THE INSTITUTE  
AND ITS  
CAMPUS COMMUNITY**

**TENDER NOTICE NUMBER:  
IITK/EO/11/2021-22**

**ISSUED BY:  
ESTATE OFFICE, IIT KANPUR**



**भारतीय प्रौद्योगिकी संस्थान कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

**सम्पदा कार्यालय / ESTATE OFFICE**

[Room No.101D, Faculty Building, Ph#0512-259-7166/7327, Email: [eoffice@iitk.ac.in](mailto:eoffice@iitk.ac.in)]

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**ESTATE OFFICE**

<b>Tender Notice No.</b>	<b>IITK/EO/11/2021-22 dated 06.10.2021</b>
<b>Name of Work / Service</b>	<b>Empanelment of Taxi / Car Service Operator</b>
<b>Parking Location</b>	<b>Near Main Gate-2 of the Institute</b>
<b>Minimum Vehicle in Fleet</b>	<b>04 Vehicles (Taxi/Car)</b>
<b>Monthly License Fee</b>	<b>₹300/- per registered taxi / car subject to minimum ₹1200/-.</b>
<b>Increment in Monthly License Fee</b>	<b>5% per annum (duly rounded to upper multiple of hundred rupees)</b>
<b>Cleaning charges per month</b>	<b>₹250/-</b>
<b>EMD Amount</b>	<b>₹ 10,000/-</b>
<b>Timing of Operation of Taxi / Car Services</b>	<b>Round the Clock (24 x 7)</b>
<b>Last date &amp; time of receipt of tender</b>	<b>29.10.2021 up to 16:00 hrs</b>
<b>Place of submission of Tender</b>	<b>Estate Office, IIT Kanpur-208016</b>
<b>Date &amp; time of opening of technical bids</b>	<b>To be announced later</b>
<b>Date &amp; time of opening of financial bids</b>	<b>To be announced later</b>
<b>Place of opening of tenders</b>	<b>Estate Office, IIT Kanpur-208016</b>
<b>Link to download the tender document</b>	<b><u><a href="http://www.iitk.ac.in/estateoffice/Tender">www.iitk.ac.in/estateoffice/Tender</a></u></b>

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
ESTATE OFFICE**

Indian Institute of Technology Kanpur (hereinafter referred to as the 'Institute') established by the Parliament and incorporated as a body corporate, is an Institute of National Importance declared as such under the Institutes of Technology Act, 1961. The Institute is engaged in imparting education and research of highest standards in the area of Technology and Science.

The Institute intends to empanel the taxi / car operators from the interested parties having requisite experience to operate such services under its ownership / proprietorship, to cater to the need of campus community.

Sealed bids are accordingly, invited on behalf of Indian institute of Technology Kanpur from the interested parties for operating such services for the Institute and its campus community.

The prescribed bid form duly filled by the applicant in all respects should be dropped in the tender box kept in the Estate Office, IIT Kanpur as detailed on Page No.2:

- 1) The tenders will be opened on the date and time as mentioned on Page No.2 of this document in the presence of the Tender Committee of the Institute and authorized representative(s) of the bidding parties. The parties will be required to meet the Committee for presentation (to satisfy all material questions pertaining to their company/ firm and their modus-operandi etc.), interview and finalization of the offer.
- 2) The Institute reserves the right to accept / reject any tender without assigning any reasons.

----s/d-----

AR (SG) & OIC, Estate

Copy to:

1. Deputy Director
2. Dean, Admin & Chairman, CEMMC
3. CPP Portal
4. Notice Boards
5. Institute website.

**GUIDELINES FOR TENDER**

**General**

1. The empanelment shall be made to the successful bidder on license basis for providing vehicles, which shall be run under certain conditions which are stipulated hereinafter and in the terms and conditions of contract, i.e., Appendix-B.
2. Each and every page of the bid must be signed by the bidder himself if the bidder is a proprietorship firm. In case of a partnership firm, by a partner. However, in the case of a partnership firm, there must be an authorization from all the partners to this effect that the person signing the bid as a partner has been authorized to sign the bid document on behalf of all partners. If the bidder is a Company, there must be a valid authorization from the competent authority / Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
3. Any bid not signed on each page and without authorization may be rejected.
4. Overwriting or cutting in bid document must be avoided. However, if any over writing or cutting is caused due to some unavoidable reason, the same must be duly attested by the person signing the bid document.
5. The bidder is not allowed to make additions/alterations in the tender paper. Such additions and alterations shall be at the bidder own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
6. The bidder shall give his/her full permanent as well as correspondence address in Annexure-I and shall also furnish/attached proof thereof.
7. The bidder whose bid is accepted, shall submit a ₹ 100/- non- judicial stamp paper at its own cost to the Estate Office for preparing the contract agreement to be signed by the both the parties.
8. Prices/discounts of all items must be in Indian rupees and must be inclusive of GST and all other taxes.

**Eligibility Criteria**

9. Must have experience of running similar services for not less than three years in a Government / Semi Government / Autonomous body / any reputed organization etc. Interested bidder may apply along with sufficient proof of experience / ability to operate the services.
10. Good Financial health of an individual / firm / company, as the case may be, in terms of working capital to run the services smoothly. Preferences will be given to individual / firm / company with good financial position / state.
11. The bidder must have PAN Number and GST / GSTIN number etc. The bidder whom the contract is finally awarded shall have a GST number for such shop/outlet in question as well, if the related law so requires.
12. Bidder must have reasonable size of fleet of vehicles (not less than 4 vehicles). All the vehicles should have valid commercial taxi / car permit. Attach documentary evidence of taxi permits etc.
13. The bidder shall have own office in Kanpur.
14. The bidder already providing the car / taxi services to the Institute and its campus community will be considered upon good performance. Further, any bidder who is already into any kind of litigation with the Institute shall be barred from participating in this tender process. Employee and students' relatives are barred from submitting the bids.

**Earnest Money Deposit (EMD)**

15. Every bid must be attached with an Earnest Money Deposit as mentioned on Page No.2 in the form of FDR / TDR / DD of State Bank of India / Union Bank of India or scheduled bank, in favor of the "Registrar,

IIT Kanpur". Any bid which is not accompanied with the earnest money deposit shall be summarily rejected. Any bid accompanied by the cheque in lieu of earnest money shall also be rejected.

16. The earnest money of the successful bidder will be liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement.
17. The earnest money of the bidder who withdraws its tender in breach of conditions of contract and who evades or refuses to sign the contract bond after acceptance of its tender within the period of its validity, will also be liable to forfeiture.
18. The EMD of unsuccessful bidders shall be refundable to them after completion of the bidding process.
  - (a) However, the same shall be refunded within 30 days, after the receipt of written request from the bidder concerned in this behalf.
  - (b) The EMD should be valid for a period of minimum three months.
  - (c) The EMD of the bidder whose bid is finally accepted, shall be returned on deposit of the due security deposit as stipulated in the Terms & Conditions in Appendix-B.

**Security Deposit (to be submitted by the successful bidder after award of contract):**

19. Successful bidder shall have to deposit a security amounting ₹50,000/- in the form of FDR/TDR drawn in favour of "Registrar, IIT Kanpur" of SBI/UBI or any scheduled nationalized bank and which should be valid till three months after the completion of the contract duration.

**Documents to be attached with the tender**

20. The bidder must attach self-attested copies of the following documents along with the technical bid. Any bid not accompanied by such documents would be liable for rejection:
  - (a) Work experience certificate.
  - (b) Annexure-I : Application for providing Taxi / Car Services.
  - (c) Annexure-II : Rates to be quoted by the bidder.
  - (d) Annexure-III : Commercial Taxi / Car details to be engaged along with supporting documents.
  - (e) Copy of Aadhaar, GST Registration Certificate, PAN and ITR of last three financial years.
  - (f) Previous three years audited Balance Sheet and Profit & Loss Account showing gross turnover of the organization.
  - (g) Latest Bank Solvency Certificate / Bank Statement of Last One Year.
  - (h) Any other supporting documents as may be deemed necessary and as is required under any other provision of the bid document and not mentioned herein above.

**Submission of Tender Documents**

21. Tender document duly filled and signed in all respect along with the supporting documents may be sealed in an envelope and superscribe as "Tender for Empanelment of Taxi / Car Service Provider" and shall be submitted to the **Estate Office, Room # 101-D, Faculty Building, IIT Kanpur.**
22. Any bid received after the stipulated date and time, as mentioned on Page-2 of this document, shall be summarily rejected and will not be considered under any circumstances, whatsoever the reason, and no explanation to the effect such as delay in submission has been caused due to postal lapse, shall be entertained.
23. The tender will remain valid for 60 days from the date of opening of the bids. After submission of the bid, it shall be deemed that the bidder has undertaken to keep its tender open for acceptance for the entire period of 60 days and will have no right to withdraw the same before expiry of the said period. In case, intimation of its acceptance is issued to the licensee at a later date, the bidder shall be competent to refuse.

**Opening of Bids**

- 24. The bids will be opened on the stipulated date and time as mentioned on Page No.2 of this document or on the date and time as decided by the Institute, in presence of the authorized representative(s), if any, of bidding parties and the Members of Tender Committee of the Institute. The bidders will also be required to meet the Committee for presentation / interview (to satisfy all material questions pertaining to their company / firm and their modus-operandi etc.) and finalization of the offer.
- 25. The bidder(s), whose tender is/are accepted shall be empaneled for providing the taxi/car services to the Institute and its campus community.
- 26. An agreement to this effect shall be signed by the parties within 10 days from the award of the tender, failing which the EMD will be forfeited and the acceptance of its tender may be annulled at the discretion of the Institute.

**Criteria of Tender Evaluation**

- 27. Duly constituted committee will evaluate all the submitted tenders along with supporting documents.
- 28. Based on the tender document & supporting papers submitted by the bidder and presentation / interview made by the bidder, the committee will recommend the name(s) of the successful bidder(s) for empanelment of taxi / car service operators for providing the services to the Institute and its campus community.

**Determination of Rates of Taxi / Car Service:**

- 29. Final rates of taxi / car services shall be determined considering the quoted rates by the successful bidder(s) (preferably L-1 quoted rates) as per in Annexure-II and further negotiation thereon - if deemed fit - by the committee. The rates arrived at through this process / method shall be the 'Institute Rate' and shall be applicable for all empaneled agencies for providing taxi / car services to the Institute and its campus community.
- 30. The above rates are supposed to remain static during the entire empanelment / contract period and the agency shall not be entitled to any compensation due to the fluctuation in the market rates of fuel, labour etc. However, the Institute may at its discretion and in consultation with the agency may modify the rates in proportion to the overall change in fuel, labour etc. and price index as notified at [www.mospi.gov.in/#](http://www.mospi.gov.in/#) for Uttar Pradesh Urban region.

**Acceptance / Non-acceptance of bids**

- 31. The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.
- 32. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.

Signature of the Bidder \_\_\_\_\_  
Name \_\_\_\_\_  
Full Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone / Mobile No.: \_\_\_\_\_  
Email ID : \_\_\_\_\_



**TERMS & CONDITIONS OF CONTRACT****Scope of Contract**

1. The contract comprises the necessary arrangement of all materials/goods/items/services to the customers or repair and maintenance of goods/materials etc., including provision of all materials/equipment. This will also include transportation, cost of materials and labour. The licensee shall make his own arrangement for safe storage of materials and accommodation for its staff etc.

**Definitions**

2. In the contract, the following definitions, words and expressions shall have the meaning hereby assigned to them except where the contract requires the same otherwise.
  - (a) "CEMMC" means "Commercial Establishments Monitoring & Management Committee" constituted by the Director of the Institute.
  - (b) "Licensee" means the person or persons, firm or company whose tender has been accepted by the Institute and includes the licensee's representative, successors and permitted assigns.
  - (c) "Director" means the Director of the Indian Institute of Technology Kanpur.
  - (d) "Institute" means the Indian Institute of Technology Kanpur through its Director or his representative.
  - (e) "Officer-in-Charge (Estate)" means the Officer-in-charge (Estate) of the Indian Institute of Technology Kanpur who directs and administers the contract.

**Documents Forming the Contract**

3. Appendix-A, i.e., the Guidelines for Bidders, Appendix-B, i.e., terms and conditions of the contract, Annexure-I, Annexure-II (Rate List), Annexure-III (Taxi Details), the letter containing offer of award of contract issued by the Institute to the successful bidder and the acceptance letter submitted by the successful bidder in this regard, shall be integral part of this contract.

**Duration of the contract**

4. The duration of empanelment will be initially for a period of ONE YEAR from the date of signing the contract agreement. First three months being the probation period and on satisfactory completion of the probation period, the license agreement will automatically be extended for rest of the tenure i.e next nine months. Further, the empanelment will be extended for four more years (one year at a time) based on the satisfactory performance.

**License Fee & Other Provisions:**

5. The licensee shall be liable to pay the amount of monthly license fee and other charges, regularly by 7<sup>th</sup> of each successive month, which however, shall be subject to change from time to time at the discretion of the Institute. Cleaning charges shall be paid extra as per the prevailing rates of the Institute.
6. GST and other government taxes shall be paid extra by the licensee.
7. In case of failure to pay the License fee within the stipulated time as aforesaid, the licensee shall be liable to pay a sum of ₹100/- per month over and above the License Fee on cumulative basis towards delay charges.
8. Non-payment of License fee, cleaning and maintenance charges etc. within time shall be deemed to be a serious breach of the contract and may lead to termination of the contract at the discretion of the Institute and which shall not be challenged by the licensee under any circumstances, whatsoever.

**Security Deposit**

9. The contractor shall have to deposit a security amounting ₹50,000/- through FDR drawn in favor of "Registrar, IIT Kanpur" payable at Kanpur, of State Bank of India / Union Bank of India or any other scheduled nationalized bank and which should be valid till three months after the completion of the contract duration.

10. If at any time, due to any reasons as mentioned in the foregoing clauses or otherwise, any short fall is caused to the security deposit money, the licensee shall be liable to make good such short fall within fifteen days of the receipt of notice in this behalf, through another FDR deposit as aforesaid.
11. In case of, in which under no clause(s) of this contract, the licensee shall have rendered himself liable to pay compensation amounting to the whole of his Security Deposit, the Director shall have the power to adopt the following course as may be deemed by him best suited to the institute. To rescind the contract (of which decision, notice in writing to the licensee by him through competent authority, shall be conclusive evidence) in which case, the security deposit of the licensee shall stand forfeited and be absolutely at the disposal of the institute. Besides, for the recovery of any amount in excess of the security money, the Institute shall be at liberty to adopt such legal recourse, as it may deem appropriate at the time.
12. If the licensee breaches any terms and conditions of the agreement which is deemed to be serious by the Institute, its security deposit may be forfeited either in part or in full as the Institute may deem appropriate, at its discretion.

**Broad Scope of Services and Guidelines:**

The broad scope of work shall include the following:

13. The vehicles as and when requisitioned by the Institute / campus community shall be provided by the agency at any time.
14. The service provider must be able to provide sufficient variant of vehicles as available in the market such as I-10, Wagon-R, Santro, Desire, Etios, Innova, Brezza, Ciaz, Honda City, Ertiga, Xylo, Bolero, Scorpio etc.
15. The agency shall ensure that the vehicle engaged are registered under Motor Vehicle Act 1988. All vehicles provided should have valid permits to travel locally and throughout India.
16. The service providers shall mandatorily provide ID card to its employees/drivers.
17. The service providers must collect Stickers/passes for their respective empanelled vehicles from the Security Office of the Institute.
18. All vehicles should be in good condition with its upholstery etc. in proper shape. The agency shall ensure that the vehicle provided should not be more than 10 years old.
19. The agency should convey the details of the vehicle i.e. Car make & colour, Car Registration Number, Driver's Name and his mobile number to the user of the vehicle by a telephone call and through an SMS respectively.
20. The agency should have the 24x7 active mobile number(s) for contact by the Institute Authorities and campus community.
21. The driver must always be available at the place where the car is parked.
22. The drivers deployed should have a valid driving licence, which should be produced by him as and when demanded by traffic personnel / Institute security. Renewal of his driving licence from time to time will be the sole responsibility of the Agency.
23. The drivers deployed should have reasonable experience with good driving record and should be able to attend to minor repairs of vehicles on route, if needed.
24. The drivers deployed should be conversant to the roads and places of Kanpur and suburban areas.
25. All the papers viz. insurance, registration, road tax, pollution, permits, valid license, etc. related to each vehicles should be readily available in each of the vehicles / with drivers.
26. First-aid box should be available in each of the registered vehicles at all time.
27. The driver must carry a placard depicting particulars of the arriving Guest / Officer at the Airport / Railway Station etc. The agency should ensure that there is no room for complaints in this regard.



28. Preferably, the service provider should have ability to liaison with Govt./Insurance Authorities besides arranging for emergency transport/touring facility providers, in case of breakdown of a vehicle provided to the Institute.
29. Service providing agency shall provide the vehicle on written / verbal request over phone within the time specified. The agency shall also require to provide the vehicle on short notice (say within an hour in case of emergency). In case the agency fails to provide vehicle on request either verbal over phone or written, the Institute shall have the right to impose the penalty as deemed fit. If occurrence is repeated, the Institute would be at liberty to terminate the empanelment forthwith without giving any notices.
30. The agency shall ensure compliance of the provisions of Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act 1948 and other labour laws wherever applicable, while engaging labourers /drivers for the aforesaid work.
31. The persons engaged by the service providing agency will be the employees of the agency and neither the agency nor the labours / driver shall have any right to claim any employment in the Institute.
32. The drivers / employees engaged by the agency shall abide by the instructions provided by the security officers / guards of the Institute and vehicles / persons will have to undergo security check as and when required.
33. It will be the sole responsibility of the operator to provide vehicle(s) as and when requisitioned by the Institute / campus community including Night / Early Morning. Any delay will attract penalty as deemed fit by the Institute. Without prejudice to the above, the operator will also have to make alternate arrangements in case of breakdown of the vehicle(s) in course of the journey. In case of failure, the agency will be responsible to compensate all expenses incurred in this regard and the same will be deducted from any other bill and binding on the operator. Decision of the Institute in this regard will be final and binding on the operator.
34. Punctuality of Time and Quality of service will be the essence of the empanelment. Therefore, the renewal of the empanelment will also be subject to punctuality of time and satisfactory performance by the service provider. Those bidders who are presently empanelled with the Institute to provide travel services shall be considered for fresh empanelment based on their past performance.
35. Without prejudice, empanelment / contract will be terminated on last day of the empanelment / contract period or with a notice of one month on either side, during the said period.
36. Timing of the taxi / car services shall be as mentioned on Page-2.
37. The taxi / car services shall operate on all seven days of the week and there shall be no holiday under any circumstances, save with the prior instructions/approval of the Estate Office.
38. All necessary arrangement to provide the taxi / car services to the Institute and campus community shall be done and maintained by the agency.
39. Facility of Payment through BHIM, UPI, Credit / Debit Card, etc. should be made available.
40. User who is not willing to pay in cash, the agency shall provide the VPA (Virtual Payment Address) or QR Code to enable the user make the payments via UPI App (BHIM or equivalent).
41. The agency shall have to provide proper and smooth services to the customers to their satisfaction.
42. Any loss to the campus residents with regard to the services provided be the responsibility of agency. The Institute shall be indemnified in this regard and shall not be a part of any legal proceedings thereto.
43. **COVID restrictions as advised by the Institute / Govt. of India / Govt. of UP from time to time shall be strictly followed by the taxi / car operator.**

### **Liability of Goods & Services Tax (GST) and Other Taxes**

44. The licensee shall be absolutely liable for payment of GST to the respective department on the turnover. The Institute shall have no liability, whatsoever, in this regard and shall be deemed to be immune and indemnified in all respects.
45. The licensee shall further be liable to pay the GST to the Institute at the rate applicable from time to time on the License fee payable by the licensee. GST shall be payable over and above the License Fee and Office concerned shall for accounting purposes issue a Tax invoice / receipt with GSTIN to the licensee in confirmation thereof.
46. The licensee shall also be liable to pay all other taxes, levies and other legal payables that may be applied by the Government, local authorities and other competent forums from time to time.
47. The licensee shall not tamper with the trees, plants, shrubs hedges, lawns and flowers standing or maintained on or around the said outlet or in other places of the campus.

### **Quality, Hygiene & Cleanliness**

48. The licensee shall maintain the quality services to be provided. There shall be no compromise in regard to the quality of services to be provided.
49. The licensee shall maintain full hygienic conditions and standards in providing the services. The licensee shall also have to make their own arrangements for stay of labours/ drivers engaged by the license for providing the services.
50. **Usage of plastic bags is strictly PROHIBITED** and the same shall not be used under any circumstances, whatsoever. Instead use of Paper bags / plates / cups / etc. is encouraged.

### **Deployment of Workmen / Drivers**

51. The licensee shall employ for providing the services only such persons as are careful, skilled, experienced in their trades, dutiful, sober, well-behaved and rules compliant.
52. The licensee shall neither employ any child labour nor any worker who is below 18 years of age.
53. No female employee shall be allowed to work during night i.e. beyond 6:00 pm.
54. All the workers / drivers shall invariably carry their ID Cards (to be provided by the licensee at its own costs) and shall be produced to the security personnel and other Institutes authorities, whenever asked for.
55. The vehicle drivers shall have to be provided uniforms by the licensee at its own cost and they will be unflinching required to wear in neat and tidy manner on duty.
56. The Licensee shall be absolutely responsible for strict adherence of discipline and good conduct by its workers / drivers.
57. The licensee shall be bound to remove any such worker and disallow him/her from entering into the Institute premises that the Institute does not deem appropriate to continue within the Institute premises for administrative or any other reasons.
58. The licensee shall have absolute authority in regard to the engagement, disengagement, suspension, termination, retrenchment, dismissal and discharge etc. of its workmen and for all disciplinary actions against them. The licensee shall be responsible of master and servant relationship with its workmen and the Institute shall have no concern, whatsoever, with all the above mentioned matters.
59. The licensee shall be absolutely liable in regard to any dispute or other matters concerning its workmen which are initiated in any forum or court of law and shall further be liable to meet and discharge all the liabilities that may arise on account of its relationship with its worker from the decisions of any court including all liabilities as are thrust upon by virtue of the provisions of any labour law being in force at the time besides other statutory liabilities.

60. The licensee shall further be liable to make good the loss to the property of the Institute, if any that may be caused on account of negligence on the part of its workers, whether deliberate or otherwise.

**Compliance of Statutory Obligations and Other Provisions**

61. It is understood that a number of enactments and laws would apply to the licensee, which are supposed to be complied by the licensee in letter and spirit and in particular to laws relating to minimum wages to worker, employees compensation and GST (Goods and Service Tax) etc.
62. The Licensee shall be liable to make good the losses in financial terms that it may be subjected from time to time on account of any lapse on its part or arising out of statutory liabilities including the dues towards the workers in regard to wages, court awards, compensation which are caused to be paid/borne by the Institute due to the licensee's failure, as well as the Institute's license fee, electricity charges and other dues etc. The licensee shall pay all such dues to the Institute within fifteen days from the receipt of letter issued by the Institute in this behalf failing which; the same would be recovered/realized from the licensee's security deposit.
63. The Institute shall be absolutely immune and deemed indemnified in all matters, claims, liabilities and legal consequences which relates to compliance of statutory provisions, rules and regulations, orders and directions of Govt. authorities/ municipal corporation/courts/forum etc. as well as the provisions of this contract agreement. In case, the Institute is put to bear any liability for lapses on the part of the licensee or for its illegal actions, the Institute would have the right to realize from the licensee all dues if those are in financial terms, and on other matters, in appropriate manner as it deems appropriate including adopting legal recourse.
64. The licensee would comply with all guidelines/instructions issued by the Estate Office / Chairman, CEMMC besides following other Institute Orders / instructions of security authorities concerning the security/safety issues and Institute discipline.
65. The Licensee shall ensure that it and its employees' do not adversely affect the peaceful and congenial atmosphere of the Institute's premises.

**Termination of Contract**

66. Either party may terminate the contract/empanelment by giving 30 days' notice to the other party without assigning any reasons, whatsoever. The contract may be terminated in terms of any provisions stipulated elsewhere in the contract.

**Contract Documents and their interpretations**

67. The original license agreement shall remain with the Institute while a photocopy thereof may be retained by the licensee, if it so wishes.
68. The several documents forming the contract are to be taken mutually explanatory to one another and in case of any ambiguities or discrepancies, the interpretations of the same shall be communicated in writing by the Institute through its competent authority to the licensee along-with the directions, if any, and the same shall be deemed to be final and binding and shall not be open to question in court.

**Jurisdiction**

69. All matters and disputes under this contract shall be subject to the jurisdiction of Kanpur Nagar District Courts only.

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

Signature of the Bidder \_\_\_\_\_

Name of the Bidder \_\_\_\_\_

Seal:

**APPLICATION FOR PROVIDING TAXI / CAR SERVICES**

Name of the Applicant -----  
(If an individual)/Firm  
Father's Name -----  
Address of self and Firm -----  
Phone No./Mobile No. -----  
Email ID. -----  
Aadhaar No. -----

**Details of EMD**

- a. Amount : ₹ \_\_\_\_\_/-
- b. DD/ FDR No. : \_\_\_\_\_
- c. Dated : \_\_\_\_\_
- d. Bank & Branch: \_\_\_\_\_

GST No. -----  
PAN No. -----  
EPF Code No., if any -----  
ESI Code No., if any -----  
Experience (in years) -----

Name and address of two responsible persons as guarantors:

Name -----	Name -----
Aadhar No. -----	Aadhar No. -----
Address -----	Address -----
-----	-----
-----	-----

**Declaration:**

I hereby undertake –

- 1. That I shall bear all the expenses if there is any damage to the said premises.
- 2. That I shall vacate the Outlet premises and handover it to the Institute whenever a notice is served.
- 3. That I bind myself to the terms and conditions of this tender document.

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

Signature of the Bidder: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

Seal:

Table-1:

**RATES TO BE QUOTED BY THE BIDDER**

(Bidders are advised to keep in mind the existing Institute rate dated 17.11.2016 (Annexure-IV) while quoting the rates)

Sl#	Journey	Small (<1000 CC)		Medium (1000 CC to 1200 CC)		Large (> 1200 CC)	
		Non AC	AC	Non AC	AC	Non AC	AC
1.	Kanpur Railway Station (20 km)						
2.	Kanpur Airport (30 km)						
3.	Amausi Airport, Lucknow (within 100 KM)						
4.	Other Journeys / bookings (Per KM)						

The above rates will be exclusive of GST and other applicable taxes.

Category of Taxies / Cars		
Small (<1000 CC)	Medium (1000 CC to 1200 CC)	Large (> 1200 CC)
Redi-GO, Kwid, I-10, Venue, Verna, Aura, Sonet, Wagon-R, Celerio, Magnite, Kiger, Tribber, Rapid, Kushaq, Polo etc.	Santro, GO, Figo, Eeco, I-10 NIOS, XUV300, Desire, Swift, Baleno, Glanza, Go Plus, KUV100+, Jazz, Altroz, Tiago, Tigor etc.	Etios, Innova, Duster, Hector+, Brezza, S-Cross, Ciaz, Ertiga, Alcazar, Creta, Seltos, Marazzo, Nexon, EcoSport, Amaze, City, WR-V, Bolero etc.

Other Suppl. Charges	Rates	
Standing / waiting charges	₹ _____/- per 60 minutes (for trips to Kanpur Airport / Kanpur Railway Station free standing / waiting time for 60 minutes, beyond which, normal charges shall be applicable). Travel time not to be counted for waiting calculations.	
City Trips (< 10 km)	₹ _____/- (waiting time free for 60 minutes for each trip, beyond which, ₹ _____/- per 60 minutes shall be applicable).	
City Trips (> 10 km) Rate per km as per Table-1	₹ _____/- minimum (waiting time free for 60 minutes for each trip, beyond which, ₹ _____/- per 60 minutes shall be applicable).	
Night Charges	₹ _____/- per night (when journey time exceeds 4 hrs during 10 p.m. to 5 a.m. excluding Railway Station / Airport trips).	
Toll tax / parking charges	As per actuals ( to be paid by the licensee and shown in a separate bill)	
Cancellation charges	Before 24 hrs of stipulated time of Journey	No charges
	Between 12 to 24 hrs of the stipulated time of journey	₹100/-
	Between 06 to 12 hrs of the stipulated time of journey	₹150/-
	Between 01 to 06 hrs of the stipulated time of journey	₹200/-
	After stipulated time of journey	₹300/-
Cantonment entry charges	As per actual (see * below)	
<b>For Long Journeys [outstation journeys involving stay in the destination place(s)]</b>		
Minimum Rate Charges	250 km / per day (above which normal rates shall be charged as per Table-1)	
Remarks	It is expected that user will arrange the food for the driver, wherever possible.	

\* Rates in Table-1 are exclusive of additional charges like for parking, toll, cantonment entry charges, etc. The agency shall pay these amounts during the journey and shall include the same in the bill. The customer shall pay only once the net amount (including charges for parking, toll, etc.) on the receipt of the bill.

**Note:**

- Final rates of taxi / car services shall be determined considering the quoted rates by the successful bidder(s) (preferably L-1 rates) as per in Annexure-II and further negotiation thereon by the committee. The rates arrived at through this process / method shall be the 'Institute Rate' and shall be applicable for all empaneled agencies for providing taxi / car services to the Institute and its campus community.

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

Signature of the Bidder: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

Seal:

**Commercial Taxi/Car Details to be engaged by the Bidder**

Sl#	Cars Make & Model	Regn. No. & Date	Regn. Validity Date	Permit No.	Insurance Validity Date	Engine Capacity (in CC)	Fuel Type	Seating Capacity
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

**Remark:**

- (i) Attach the self-attested photocopy of the taxi/car registration certificate, PUC, insurance and other papers in support of the abovementioned taxi details.
- (ii) Please note that the above empaneled vehicles shall only be provided to the Institute/campus community.
- (iii) Any change in the fleet of the vehicle(s) should be informed to the Estate Office in writing for getting permission to fly the said vehicle(s) to the Institute/campus community.
- (iv) Any other vehicle which is not in the above empaneled taxi/car list should ordinarily not be provided to the Institute/campus community.

\* \* \* \* \*

**Existing Institute Rate  
(For Reference only)**

NO. EO/TAXI/IITK/2016/ 675

Dated: 17 November, 2016

**NOTIFICATION**

**Commercial Establishment Monitoring and Management Committee (CEMMC)  
Maximum charges for various types of empaneled Taxis to various destinations  
(Valid with immediate effect till next notification from CEMMC)**

**TABLE - 1**

	C1	C1	C2	C2	C3	C3	C4	C4	C5	C5	C6	C7	C8
	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	AC	AC	AC
Kanpur Rly Stn (20 km)	300	330	320	360	350	400	400	450	425	475	500	575	800
Kanpur Airport (30 km)	450	480	480	530	500	580	580	640	650	690	750	860	1250
Amausi Airport (100 km)	1350	1480	1500	1720	1600	1790	1860	2100	2000	2200	2250	2580	3600
Other Journeys/ bookings (Per KM)	8	9	9	10	9	10	10	11	10	12	13	14	18

C1) Tata Indica, Tata Nano, Maruti Wagon-R (~5 lakhs)  
C2) Tata Vista, Hyundai Santro, Tata Indigo CS/LX, (~6 Lakhs)  
C3) Tata Manza, Hyundai Accent, Mahendra Logan, Mahindra Bolero (~7 Lakhs)  
C4) Toyota Etios, Fiat Linea, Maruti Swift Dzire, (~9.5 Lakhs)

C5) Cheverlet Tavera, Toyota Qualis, Tata Sumo, Mahendra Scorpio/Xylo (~11 Lakhs)  
C6) Honda City (petrol), Maruti Ertiga (petrol), Hyundai Verna (~12 Lakhs)  
C7) Toyota Innova, Tata Safari (14 Lakhs and above)  
C8) Toyota Fortuner, Ford Endeavor (>20 Lakhs)

**Notes:**

- For two way trip to Amausi Airport - Rs. 200/- extra (for C1-C4), Rs. 250/- extra (C5-C7), Rs. 300/- extra (C8).
- The prices listed in Table-1 are Maximum prices chargeable. The operator may give discounts on these.

<b>Other charges</b>	<b>Rates</b>
Standing/waiting charges	Rs.50/- per 60 minutes (for trips to Kanpur Airport/ Kanpur rly. st. free standing/waiting time for 1 hr. beyond which, normal charges shall be applicable) Travel time not to be counted for waiting calculations.
City Trips (< 10 km)	Rs. 250/- (waiting time free for 1 hr. for each trip, beyond which, Rs.50/- per 60 minutes shall be applicable).
City Trips (> 10 km) Rate per km as per table-1	Rs. 250/- minimum (waiting time free for 1 hr. for each trip, beyond which, Rs.50/- per 60 minutes shall be applicable).
Night Charges	Rs. 250/- per night (when min. journey time exceeds 4 hrs during 10 p.m. to 5 a.m. excluding rly. stn/airport trips)
Toll tax/ parking charges	As per actuals ( to be paid by the licensee and shown in a separate bill)
Cancellation charges	Rs. 50/ Rs.100/- OR Before 24 hrs- No charges, before 12 to 24 hrs- Rs.100/-, before 6 to 12 hrs- Rs.150/-, before 1 to 6 hrs. Rs.200/-, after stipulated time- Rs. 500/-
Cantonment entry charges	As per actual (see * below)
<b>For Long Journeys (outstation journeys involving stay in the destination place(s)):</b>	
Min. Rate charged	Rs.250 km/day (above which normal rates shall be charged as per table 1)
Remarks	It is expected that the customer arranges for the food of the driver (wherever possible).

\*The rates in the table 1 are exclusive of additional charges like for parking, toll, cantonment entry charges, etc. The taxi operator shall pay these amounts to the respective personnel/parties and shall include the same in the bill. The customer shall pay only once the net amount (including charges for parking, toll, etc.) on the receipt of the bill.

This is information to all concerned.

**Copy to:**

- Director
- Deputy Director
- Professor In-Charge (Admin)

Manoj Kumar  
AR & Officer In-Charge (Estate)

सम्पदा कार्यालय / Estate Office  
वा. प्रौ. सं. कानपुर / IIT Kanpur