

National Council for Teacher Education
(A Statutory Body of the Government of India)
Wing – II, Hans Bhawan, 1, Bahadur Shah Zafar Marg,
New Delhi-110002

Ref: F. No: 21-1/2013/ NCTE/GA

Date: 11th February, 2015

QUOTATION FOR HIRING TAXI SERVICES

National Council for Teacher Education, New Delhi, a Statutory Body of the Government of India under the control of Ministry of Human Resource Development invites sealed quotation under two-bid system from reputed and experienced agencies for '**QUOTATION FOR HIRING TAXI SERVICES**' at the above address.

2. The interested agencies are required to submit the Technical and Financial quotations separately. The quotation in Sealed Cover-I containing "**Technical Quotation**" and Sealed Cover-II containing "**Financial Quotation**" should be placed in a third sealed cover superscripted "**QUOTATION FOR HIRING TAXI SERVICES**" and should reach NCTE Office on or before 9th March, 2015.

3. **No quotation will be accepted after last date of submission of quotation.**

4. **The Technical Quotation (Annexure-I) and Financial Quotation (Annexure-II) duly signed by the firm/agency should contain in the Envelope-3 superscribed with "QUOTATION FOR HIRING TAXI SERVICES".**

5. The Quotation shall remain valid for 90 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated through '**Tenders**' Section on the NCTE website www.ncte-india.org.

Section Officer (Admin)
NCTE, New Delhi

Tel: 011-23370119,
E-mail: mail@ncte-india.org

Fax: 23379980
Website: <http://www.ncte-india.org>

**APPLICATION LETTER
(Specimen)**

To

The Under Secretary (Admn)
National Council for Teacher Education
Wing – II, Hans Bhawan,
1, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: QUOTATION FOR HIRING TAXI SERVICES.

Dear Sir,

In response to your Tender/Quotation Notice for the above mentioned contract, I/We, a Private/Public Ltd Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars:

S.No.	Description	Particular
1.	Name of the Firm	
2.	Year of establishment	
3.	Registration Number with a copy of registration certificate	
4.	Registered Postal Address	
5.	a. Tele.no. b. Fax No. c. Mobile No.	
6.	Address of Branches, if any.	
7.	a. Name and address of Directors, in case of Company b. Name and address of Sole Proprietor c. Name and address of partners, in case of partnership firm	

The NCTE reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The NCTE further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

Signature
firm's seal
(Name)

Date

TECHNICAL QUOTATION

SUBJECT: QUOTATION FOR HIRING TAXI SERVICES

ENVELOPE-1 : TECHNICAL QUOTATION

(In separate sealed Cover-I super-scribed as Technical Bid)

Name of the work: Contract for HIRING TAXI SERVICES in NCTE New Delhi

CONTENTS

1. Name of Company/ Firm/Agency
2. Name of proprietor / Director of Company / Firm / agency
3. Full Address of Reg. Office/ Telephone No./FAX No./ e-mail id
4. Full address of Operating / Branch Office/ Telephone No./FAX No./ e-mail id
5. T.I.N. No. (Attach copy)
5. The Parties/Bidders shall have **at least 03 years experience** in these fields and shall submit the **self attested copies** along with the quotation documents:
6. Details of works of similar nature carried out in Central/State Govt. bodies/ Departments/ PSUs/ Autonomous bodies/ industries/factories/ or other similar organizations during the last 3 years ending **31st December, 2014.**
7. The sealed tender should be dropped in the Quotation Box kept in the Administration Section of NCTE, New Delhi.
8. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
9. No party shall be permitted to tender for work in the NCTE, New Delhi in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the NCTE or in the State or Central Government. Any violation of this condition which comes to the Notice of the NCTE after the contract is awarded will entitle the NCTE to treat the contractor as having committed a breach of contract and to exercise all the rights and remedies available to the NCTE on account thereof.

Signature of authorized person

Name: _____

Date:

Seal _____

Place:

Annexure-III

Details of other organizations where such contracts were undertaken during last 3 years
(Enclose supporting documents).

S.No.	Name and address of the Organisation	Contact No.

This information to be given in “Envelope No. 1 Technical Quotation”.

(Signature of Tenderer with seal)

Name:
Office Address:
Phone No (O):

Date:

**TERMS AND CONDITIONS OF CONTRACT FOR
HIRING TAXI AND COURIER SERVICES
(Annexure to Agreement)**

A. SCOPE OF WORK:

CONTRACT FOR HIRING TAXI SERVICES at National Council for Teacher Education, Wing – II, Hans Bhawan, 1, Bahadur Shah Zafar Marg, New Delhi-110002

B. TERMS & CONDITIONS:

1. The said contract will be initially for a period of one year commencing from the date of signing the contract which may be extended further for a maximum period of one year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two month notice in writing by either party to the agreement.
2. In case of breach of any conditions of the contract and for all type of losses caused on the part of Contractor, the Member Secretary, National Council for Teacher Education shall make deductions, as deemed fit, from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the NCTE.
3. The powers of the Member Secretary, National Council for Teacher Education under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause above.

**Section Officer (Admin)
National Council for Teacher Education
Wing – II, Hans Bhawan, 1, Bahadur
Shah Zafar Marg,
New Delhi-110002**

Witness:

- 1.
- 2.

Signing authority from supplier agency

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Witness:

- 1.
- 2.

Financial Quotation

Envelope 2 :- Financial Quotation

FORMAT FOR SCHEDULE OF QUOTATION/RATES

Sl.No.	Name of the item	Unit	Rate	Total Amount without tax	Taxes if any	Total amount with taxes
1.	Innova Non AC					
2.	Innova AC					
3.	Indica AC					
4.	Indica Non AC					
5.	Indigo AC					
6.	Indigo Non AC					
7.	Tavera AC					
8.	Tavera Non AC					
9.	Swift Desire AC					
10.	Swift Desire Non AC					
11.	Esteem AC and Non AC					
12.	Any other vehicle					

(Bidder)

Name:

Signature:

Date:

Firm's Seal:

Declaration by the Firm:

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date:

(Signature of Authorized Person)

Name:

Seal:

Address:

Phone No (O):