

QUOTATION CALL NOTICE

F. No.2-19/NCTE/ERC/Admn./2017/54628

9th, October, 2017

Sealed Quotations are invited from reputed Travels Agencies having valid Taxi Registration No., PAN etc. in specified format and terms & conditions (enclosed) for providing vehicles (in good condition preferably 2014 or latest model) latest by 2 P.M of 22.10.2017.

The Undersigned has reserves the rights to cancel all or any of the Quotations received without assigning any reasons thereof.


Regional Director

Copy to:

1. ERC Notice Board for wide circulation.
2. ERC website for wide and speedy circulation.

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The charges of hiring of taxis will be as per the rate given in the letter. No extra whatsoever shall be payable by ERC, NCTE, Bhubaneswar.
2. The vehicle should be 2014 and latest model and should be in excellent condition for long journey with in Odisha.
3. The driver should have a valid license, medically fit for driving the vehicle and preferably should be more than 03 years age with driving experience. All the drivers should have well dressed with positive driving attitude.
4. The vehicle should be provided immediately after receipt the telephone intimation with sufficient fuel and sufficient pocket money to the driver.
5. The driver on duty should report the concerned ERC official before starting journey unless otherwise instructed.
6. Payment will be made in monthly basis on submission of the bill duly certified by the user along with duty slip.
7. Charges like parking are to be paid by drivers and the same will be paid by the office along with the bill.
8. No extra charges will be allowed over and above the quoted rate during the duty hours.
9. The driver should maintain discipline / decorum, he must well dressed during the duty hours and courteous to users.
10. Rate quoted should be to & fro ERC office. No lead time and distance will be allowed.
11. The Regional Director, ERC, NCTE, Bhubaneswar reserves the rights to terminate the contract any time without any reasons thereof.

**Eastern Regional Committee
National Council for Teacher Education
(A Statutory Body of Government of India)
15, Neelakantha Nagar, Nayapalli,
Bhubaneswar-751012**

F. No.F.2-19/NCTE/ERC/Admn./2017/54629

9th, October, 2017

QUOTATION FOR HIRING TAXI SERVICES

Eastern Regional Committee, National Council for Teacher Education, New Delhi, A Statutory Body of the Government of India under Ministry of Human Resource Development, New Delhi invites sealed quotation under two-bid system from reputed and experienced agencies for "**QUOTATION FOR HIRING TAXI SERVICES**" at the above address for local in Bhubaneswar and outside with the permission of competent authority only for official purpose.

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 OF TAXI SERVICES**" and should reach ERC, NCTE on or before 22.10.2017 up to 5:00 PM.
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 Envelop superscribed with "QUOTATION FOR HIRING TAXI SERVICES".**
5. The Quotation shall remain valid for 3 days from the date of receipt of the same. Any future clarification and/or corrigendum(s) shall be communicated through 'Tenders' Section on the ERC website www.ercncte-india.org.

Encl: As above.


Regional Director
ERC, NCTE, Bhubaneswar

Tel: 0674-2563156, 2563252, Fax-0674-2564873

Website: www.ercncte-india.org

F. No.F.2-19/NCTE/ERC/Admn./2017 /54630

9th, October, 2017

To

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Sub- Invitation of Sealed Quotation for hiring of taxies by ERC, NCTE, Bhubaneswar.

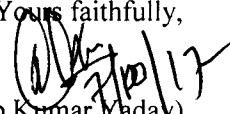
Sir/Madam

Sealed quotations are invited for providing taxies on hire to ERC, NCTE, Bhubaneswar for official use. Sealed Quotations/Tenders may be submitted in the prescribed format (enclosed) latest by 5 PM of 22.10.2017 and same will be opened at 3 PM on 25.10.2017 in the presence of the bidders. Valid Taxi Registration No., Pan and other terms and conditions should be clearly mentioned in the quotation/tender. Tax Deduction at Source (TDS) as applicable from time to time will be deducted and remitted to the concerned authorities.

The vehicle should be well maintained in good conditioned preferably of 2014 or latest model. The drivers must be well behaved and qualified up to class 10th with knowing Hindi language. The travel agent should maintain the number of vehicles they are having on their own, with make, model etc. for physically verification and for approval from this office. They should mention the list of customers with full address & telephone numbers and details of visit.

This office reserves the rights to cancel all or any of the quotations/tenders received without assigning any reasons whatsoever.

Yours faithfully,


(Pradeep Kumar Yadav)
Regional Director

Copy to:

1. ERC Notice Board for wide circulation.
2. ERC website for wide and speedy circulation.

**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, Eastern Regional Committee, 15, Neelakantha Nagar, Nayapalli, Bhubaneswar- 751012.

B) TERMS AND CONDITIONS:

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 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 ten days notice in writing by either party to the agreement.

**Regional Director
Eastern Regional Committee,
National Council for Teacher Education,
15, Neelakantha Nagar,
Nayapalli, Bhubaneswar-751012.**

Witness:

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Signing authority from supplier agency,

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Witness:

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3.
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TECHNICAL QUOTATION

SUBJECT: QUOTATION FOR HIRING TAXI SERVICES

ENVELOPE-1: TECHNICAL QUOTATION

(In separate sealed Cover-1 super-scribed as Technical bid)

Name of the Work: Contract for HIRING TAXI SERVICES in ERC, NCTE, Bhubaneswar.

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. TIN No. :
(Attach Self-Attested Copy)
6. The Parties/Bidders shall have at least 01 year experience in the field and shall submit the self-attested copies along with the quotation documents.
7. Details of works of similar nature carried out in Central/State Govt. bodies / Departments/ PSUs /Autonomous Bodies/ Industries/Factories/ or other similar organizations, if any.
8. The sealed Quotations should be dropped in the Quotation box kept in the Administration Section of ERC, NCTE, Bhubaneswar.
9. 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.
10. No party shall be permitted to tender for work in ERC, NCTE, Bhubaneswar 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 remedied available to the NCTE on account thereof.

Signature of Authorized Person

Name: _____

Seal _____

Date:

Place: Bhubaneswar, Odisha

FINANCIAL QUOTATION

Envelope-2: Financial Quotation

FORMAT FOR SHEDULE OF QUOTATION / RATES

Sl. No.	Required Vehicle	Unit Rate in Rs.	Total Amount without tax	Tax if any	Total amount with tax	Toll Tax, Parking & other charges
1	4 Seater Non-AC					Paid by office of ERC as per actual on production of pay receipts.
2	4 Seater AC					
3	More than 4 Seater Non-AC					
4	More than 4 Seater AC					

Note: This office will not bear the charges of road-distance from travels to office.**(Bidder)**

Name : _____

Signature : _____

Date : _____

Firm's Seal : _____