



Gautam Buddha University

Greater Noida – 201 308

PROPOSAL DOCUMENT

NAME OF WORK:

EMPANELMENT OF TRANSPORT AGENCIES

(As and when required basis)

Last date & time of submission of proposal

27th January, 2010 upto 1700 hrs.

(The following details should be furnished only on agency's letterhead)

1. Name of the contact person with :
Telephone Numbers
2. Year of Establishment (enclose proof) :
3. Establishment Registration/ :
Copy of Partnership deed (Firms)
4. Service Tax No. :
5. PAN Number :
6. Income tax returns for the last 2 years :
(i.e. 2007-2008 & 2008-2009)
7. Service tax returns for last 1 year :
(i.e. 2008-2009)
8. Clientele Govt./Semi Govt./Public Sector/:
Autonomous Bodies must be indicated on
Separate letterhead (enclose proof).

I hereby certify that information furnished as above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my empanelment shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof.

(Signature of the authorized person with Seal)

1) FIXED RATES FOR:

A) AIRPORT DROP:

<i>Type of Car (AC)</i>	<i>Charges from GBU, Gr. Noida to Domestic Airport</i>	<i>Charges from GBU, Gr. Noida to International Airport</i>
<i>Indica</i>	<i>Rs.</i>	<i>Rs.</i>
<i>Indigo</i>	<i>Rs.</i>	<i>Rs.</i>
<i>Scorpio/Tavera</i>	<i>Rs.</i>	<i>Rs.</i>
<i>Luxury Vehicles Pl. specify</i>	<i>Rs.</i>	<i>Rs.</i>

B) AIRPORT PICKUP:

<i>Type of Car (AC)</i>	<i>Charges from Domestic Airport to GBU, Gr. Noida</i>	<i>Charges from International Airport to GBU, Gr. Noida</i>
<i>Indica</i>	<i>Rs.</i>	<i>Rs.</i>
<i>Indigo</i>	<i>Rs.</i>	<i>Rs.</i>
<i>Scorpio/Tavera</i>	<i>Rs.</i>	<i>Rs.</i>
<i>Luxury Vehicles Pl. specify</i>	<i>Rs.</i>	<i>Rs.</i>

2) RATES FOR (AC) VEHICLES FOR 8 HRS / 80 KMS & 4 HRS / 40 KMS**LANCER / HONDA CITY / FORD FIESTA**

<i>Hrs./Kms.</i>	<i>Rate</i>	<i>Extra Kms.</i>	<i>Extra Hrs.</i>	<i>Rate of Outstation Kms.</i>	<i>Drivers Allowance</i>
<i>8 Hrs./80 Kms.</i>					
<i>4 Hrs./40 Kms.</i>					

TOYOTA QUALIS / SCORPIO / TAVERA

<i>Hrs./Kms.</i>	<i>Rate</i>	<i>Extra Kms.</i>	<i>Extra Hrs.</i>	<i>Rate of Outstation Kms.</i>	<i>Drivers Allowance</i>
<i>8 Hrs./80 Kms.</i>					
<i>4 Hrs./40 Kms.</i>					

INDIGO / ACCENT

<i>Hrs./Kms.</i>	<i>Rate</i>	<i>Extra Kms.</i>	<i>Extra Hrs.</i>	<i>Rate of Outstation Kms.</i>	<i>Drivers Allowance</i>
<i>8 Hrs./80 Kms.</i>					
<i>4 Hrs./40 Kms.</i>					

INDICA

<i>Hrs./Kms.</i>	<i>Rate</i>	<i>Extra Kms.</i>	<i>Extra Hrs.</i>	<i>Rate of Outstation Kms.</i>	<i>Drivers Allowance</i>
<i>8 Hrs./80 Kms.</i>					
<i>4 Hrs./40 Kms.</i>					

Date : _____

Signature of the Vander
with stamp

TERMS AND CONDITIONS FOR EMPANELMENT :

1. The empanelment will be for a period of 1 year, which may be renewed yearly subject to satisfactory performance.
2. Rates quoted may be reviewed annually, if necessary.
3. Time and kms should be calculated from Taxi Stand to Taxi Stand.
4. Extra kms, extra hours and drivers allowance (if applicable) would be charged as per stipulated rates.
5. Toll charges, parking charges etc. may be reimbursed at actual (receipts must be enclosed).
6. Service tax would be applicable and paid as per Government of India rules. TDS (Tax Deduction at Source) norms as applicable according to the provisions of the Income Tax Act will be followed for all payments.
7. All bills must be accompanied by the duty slip duly signed by the user incorporating the record of time, kms etc.
8. Payment will be settled within 30 days from the date of receipt of the bills.
9. The agency shall supply such insured vehicles which are registered as tourist vehicle.
10. The agency shall ensure full compliance of prevalent loss and statutory regulations.
11. The vehicles should be in perfect running condition (should not be of earlier than 2007 model), with sufficient fuel and all necessary documents, required by the RTO authorities.
12. All the vehicles should be equipped with necessary safety devices and first aid.
13. The owner should have minimum five vehicles in the name of company/agency/firm.
14. The driver should have a valid commercial license as per the M.V. act.
15. Making alternate transport arrangement, in case of break down of a vehicle provided by the empaneled agency shall be the responsibility of the concerned agency. On failure to do so, no payment will be made, for such trip.
16. All cases of eventualities like accident, RTO inspection etc., should be dealt with the empaneled agency. University shall not be liable for any fine/compensation etc. in such cases.
17. University shall have no liabilities whatsoever for the vehicles / manpower provided by the empaneled agency.
18. The empaneled agencies should be responsible for the Drivers' behavior, demeanor and whereabouts.

19. The empaneled agencies are expected to ensure that the drivers are well aware of the Delhi NCR routes.
20. The empaneled agencies are expected to instruct their drivers not to ask for tips, etc. from users.
21. In case of a report by a user of any misbehavior of the driver (e.g. playing loud music/ unnecessary arguments / being drunk on duty / rash driving etc.), the empanelment may be cancelled forthwith.
22. Proposals received late, not in properly sealed cover, received telegraphically and conditional or not complete in all respects will be rejected.
23. The University shall not be held responsible for loss and non receipt of proposal by post.
24. The University reserves the right to accept / reject any proposals without assigning any reason.
25. The University reserves the right to hire vehicle/s from any other agencies, which may not be on the panel.
26. All empaneled agencies are required to confirm in writing that the above terms and conditions are acceptable to them and they shall not demand any change in the terms and conditions so agreed upon.