

भारतीय प्रौद्योगिकी संस्थान धारवाड़

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INDIAN INSTITUTE OF TECHNOLOGY DHARWAD



**Tender No. IITDh/GA/Trans/024/2018-2019**

**TENDER DOCUMENT FOR**

**HIRING TRANSPORT SERVICES**

**(Hiring of Passenger/Tourist Vehicles)**

Last Date & Time of Submission:	22/11/2018 & 12.00 hrs
Date & Time of Opening of Technical Bid:	22/11/2018 & 14.00 hrs (Tenderers/Representatives duly authorised by the tenderers are welcome to witness the tender opening)

## INDEX

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page Nos.</b>
1.	Tender Notice	3
2.	General Instructions to the Tenderer	4
3.	Eligibility Criteria	5
4.	Proforma A	6
5.	Proforma B	7-9
6	Bid Form	10
6.	Proforma C (Commercial Bid)	11-13
7.	Terms and Conditions of the Tender	14-17



15  
YEARS OF  
CELEBRATING  
THE MAHATMA

INDIAN INSTITUTE OF TECHNOLOGY DHARWAD

TENDER NOTICE FOR HIRING OF VEHICLE SERVICES

**Advt. No. IITDh/GA/Trans/024/2018-2019**

1. IIT Dharwad hereby invites sealed bids in Two bid format from reputed Taxi/Cab Service Providers for providing Vehicle Services on monthly basis on contract to Indian Institute of Technology Dharwad. Interested applicants may download tender document from the website: [http://www.iitdh.ac.in/announcements\\_tenders.php](http://www.iitdh.ac.in/announcements_tenders.php). The bids are to reach Admin/Accounts Section IIT Dharwad, For Assistant Registrar Indian Institute of Technology, Near High Court Bench, Off P B Road, Dharwad-580011 on or before 12.00 hrs on 22/11/2018. The cover of the bids must be superscribed with Advt. No. IITDh/GA/Trans/024/2018-2019 –Tender for Hiring of Vehicle Services
- 2.

**Time schedule for various bid related events:**

Sl No.	Event	Time and Date
1	Last time & date of submission of tender	12.00 hrs & 22 <sup>nd</sup> November 2018
2	Opening of Technical Bid:	14.00 hrs on 22 <sup>nd</sup> November 2018
3	Address for Submission of bid document	The Assistant Registrar, IIT Dharwad, Near High Court, PB Road, Dharwad-580011
4	EMD	Rs. One lakh twenty one thousand only (Rs.1,20,000/-)

Presence of the bidders or their authorized representatives at the time of opening of the Commercial bid is highly preferable.

**ASSISTANT REGISTRAR  
IIT DHARWAD**

## **GENERAL INSTRUCTIONS TO TENDERERS/BIDDERS**

1. Bids in hard copy in sealed envelope along with Earnest Money Deposit & supporting documents shall be received up to 12.00 hrs on 22<sup>nd</sup> November 2018 in the office of the undersigned.
2. All the pages of this tender document along with necessary supporting documents as applicable according to Eligibility Criteria will form the bid. Proforma C i.e., Page 10 & 11 of this document form the price bid. These pages should be duly filled and should be sealed in a separate envelope super scribing 'Bid for Hiring of Vehicle Services' Each page of the bid document shall be stamped and signed by the authorized signatory of the agency/firm/company.
3. The technical bids of all the received bids shall be opened on November 22, 2018 at 14.00 hrs. IIT Dharwad reserves the right to reject any or all the tenders/bids without assigning any reason thereof. For any query/Clarification please contact IIT Dharwad during working days between 09.30 hrs. to 17.00 hrs. on 0836-2212839.

**ASSISTANT REGISTRAR  
IIT DHARWAD**

**YEARS OF  
CELEBRATING  
THE MAHATMA**

## ELIGIBILITY CRITERIA

- 1) The contracting agency/firm/company should be based at Hubballi/Dharwad or having its office in Hubballi/ Dharwad.
- 2) Bid should accompany DD/Pay Order drawn on any Indian Nationalised Bank in the favour of “Dean, IIT Dharwad” for ₹1,20,000/- (Rupees One lakh twenty thousand Only) as Earnest Money Deposit. The EMD will be returned without any interest within 10 days after the finalization of the contract
- 3) Overwriting/correction in any part of the tender shall not be considered unless duly, countersigned by the authorised signatory of the firm, otherwise the tender is liable to be rejected.
- 4) The contracting agency/firm/company should have the minimum experience of 3 years as on 22/11/2018 in the field of providing passenger/tourist vehicles on hire basis to Government Organisations, Educational Institutions, Public Sector Undertaking (PSU), or any other reputed private organisation. The tenders of the contracting agency/firm/company with inadequate/irrelevant experience as mentioned above are liable for rejection. The agency/firm/company Work Orders/Contracts to this effect for last 3 years.
- 5) The contracting agency/firm/company should have valid statutory licenses/ sanctions / registrations / permits required to run the business, else the tender is liable for rejection.
- 6) The contracting agency/firm/company should have minimum annual turnover of **Rs. 50 lakhs** in each of last three financial years i.e. **2015-2016, 2016-2017 & 2017-2018** in providing passenger/tourist vehicles on hire basis. Necessary proof viz. Extract of Profit and Loss Account, Balance Sheet, Audited Annual Statements of Accounts certified by CA & Income Tax returns filed should be enclosed with the document.
- 7) The contracting agency/firm/company should have **minimum 15 passenger vehicles** registered as passenger/tourist vehicles on its own name having valid **T permit** (Copies of the registration certificates to be attached).

## Proforma A

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

The Assistant Registrar  
Indian Institute of Technology Dharwad,  
Off AH-48 (Pune-Bengaluru Highway)  
Besides High Court Circuit Bench,  
Dharwad-580011

**Subject: Tender for Hiring of Transport Services.**

**Ref: Advt. No. IITDh/GA/Trans/024/2017-2018**

Sir,

With reference to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and list of passenger vehicles & make.

Necessary proof of payment towards tender document fee and EMD are also enclosed.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same without any alterations / modifications.

Yours faithfully,

**Signature**

**Name & Seal of Contracting agency/Firm/Company**

## Proforma B

### INDIAN INSTITUTE OF TECHNOLOGY DHARWAD

Earnest Money Deposit (EMD)	DD/Pay Order No. _____ dated _____ for Rs.1,20,000/- (Rupees One lakh Twenty thousand only) drawn on _____ (name of the Bank) in favour of <b>“Dean, IIT Dharwad”</b> payable at Dharwad.		
<b>AGENCY/FIRM/COMPANY PROFILE</b>			
Sl. No.	Required information	Description	
1	Name of the agency/ firm / Company etc.		
2	Address of the agency / firm /company Tel: _____ Fax: _____ e-mail: _____ Website: _____		
3	Legal Status (Proprietor, Partnership firm, limited company, corporation, etc. Attach proof)		
4	Name, designation, telephone nos. & email id's of the contact person/s	1 3	2 4
5	Month and Year of commencement of passenger/ tourist vehicle hiring business		
6	Statutory details (Photocopies to be attached): 1. Registration number of the firm. (As per shops and establishment act.). 2. PAN No. 3. Goods & Service Tax-Registration number.		
7	Existing total passenger/tourist vehicles owned in the name of agency / firm / company (Minimum 15) (Attach vehicle registration, insurance including 3 <sup>rd</sup> party, Pollution Under Control certificate, fitness certificate issued by Regional Transport Office and permits)		

8. List of present and past clients (as mentioned in para 4 of the eligibility criteria at page no. 5) in the following format (***Please use separate sheet if required without changing the format***). Please attach client certificate / work orders, etc. clearly giving period of contract.

Sl. No.	Name of the organisation with complete postal Address	Name and designation of the contact person with Tel. / Mobile No (s), Email ID.	Period of contract	No. of passenger vehicles deployed by your firm on site

8. Turnover in the field of providing transport services on hire basis done during the last three years (please submit documentary evidence i.e. Extract of Profit and Loss Account, Balance Sheet, Audited Annual Statements of Accounts certified by CA & Income Tax returns filed should be enclosed with the document)

Financial Years	2015-16	2016-17	2017-18
Details of Annual Turnover (Rs. In Lacs)			





BID FORM

No. IITDh/GA/Trans/024/2018-2019

Date:

To  
The Assistant Registrar  
Indian Institute of Technology Dharwad  
P B Road, Near High Court  
Dharwad-580011

Dear Sir,

1. Having conditions of contract and services to be provided, including addenda Nos. ....the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
  2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
  3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in TENDER document for due performance of the Contract.
  4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
  5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
  6. We understand that you are not bound to accept the lowest or any bid, you may receive.
- Dated this ..... day of ..... 2018.



Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Address .....

Signature

## Proforma C

### QUOTE

1. Name of the agency / firm / Company:
2. Address of the agency / firm / Company:
3. Tel. No. of the agency / firm / Company:
4. e-mail id of the agency / firm / Company:
5. Name of the Contact Person:
6. Tel. No. of the Contact Person:
7. e- mail id of the contact person/s:
8. Details of Vehicle (AC) Category:
9.                      Rates for type of AC vehicles for below specified transport requirements:

#### SERVICE-I

Note: Rates are to be quoted without GST. Applicable GST should be clearly mentioned separately in %

Particulars	Toyota Etios/Maruti Ciaz/Fiat Linea/Hyundai Verna/Honda City/Skoda Octavia/Skoda Rapid/Toyota Camry	Innova/Scorpio/Bolero/Tata Hexa/Ford Fortuner /Tata Safari/Land Cruiser
<b><u>Pick-up from</u></b> Hubballi Airport to anywhere in Hubballi		
<b><u>Drop from</u></b> Anywhere in Hubballi to Hubballi Airport		
<b><u>Pick up from</u></b> Hubballi Airport to anywhere in Dharwad		
<b><u>Drop from</u></b> Anywhere in Dharwad to Hubballi Airport		
<b><u>Pick up from</u></b> Hubballi Railway Station to anywhere in Dharwad		
<b><u>Drop to</u></b> Hubballi Railway Station from anywhere in Dharwad		
<b><u>Pick up from</u></b> Hubballi Railway Station to anywhere in Hubballi		
<b><u>Drop to</u></b> Hubballi Railway Station from anywhere in Hubballi		
<b><u>Pick-up from</u></b> Belagavi Airport to anywhere in Dharwad		

<b>Drop from</b> Anywhere in Dharwad to Belagavi Airport		
<b>Pick-up from</b> Belagavi Airport to anywhere in Hubballi		
<b>Drop from</b> Anywhere in Hubballi to Belagavi Airport		
<b>Pick-up from</b> Goa Airport to anywhere in Dharwad		
<b>Drop from</b> Anywhere in Dharwad to Goa Airport		
<b>Pick up from</b> Goa Airport to anywhere in Hubballi		
<b>Drop from</b> Anywhere in Hubballi to Goa Airport		

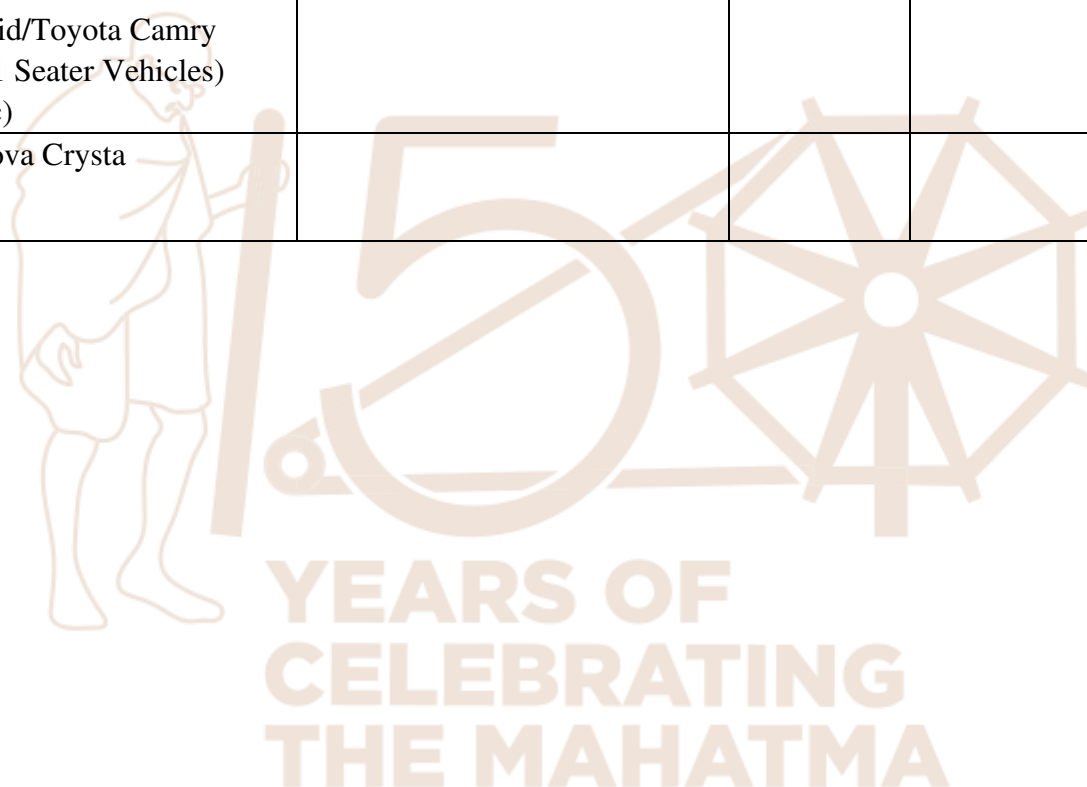
**SERVICE-2 (FOR HUBBALLI-DHARWAD LOCAL TRANSPORT)**

Sl.No	Type of Vehicle	4 hrs & First 80 km free		6 hrs & First 120 km free		8hrs & First 150 km free		12 hrs & First 300 km free		24hrs & First 450 km free	
		Extra/hr	Extra/km	Extra/hr	Extra/km	Extra/hr	Extra/km	Extra/hr	Extra/km	Extra/hr	Extra/km
1	Toyota Etios/Maruti Ciaz/Fiat Linea/ Volkswagen Vento/Passat, Hyundai Verna/Honda City/Skoda Octavia/Skoda Rapid/Toyota Camry (4+1 Seater Vehicles) (A/c)										
2	Innova/Scorpio/Tata Hexa/ /Tata Safari/ Ford Fortuner Land Cruiser(A/c) ([6+1] & above seater vehicles)										
3	Bus (40 Seater)										

SERVICE-3

HIRED ON MONTHLY BASIS

Type of Vehicle	Fixed Cost (First 4500 kms free/month @ 12hrs/day)	Rate/Km after First 4500 kms free/month	Rate per Extra Hour after 12hrs/day
Toyota Etios/Maruti Ciaz/Fiat Linea/Volkswagen Vento/Passat, Hyundai Verna/Honda City/Skoda Octavia/Skoda Rapid/Toyota Camry (4+1 Seater Vehicles) (A/c)			
Innova Crysta			



## TERMS AND CONDITIONS OF THE TENDER

Please read the following Terms & Conditions carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

1. Firm will provide vehicles whose first registration with RTO is not older than 1 year and has not run for more than 50,000 kms on the scheduled date of tender opening. The vehicles should be in good condition with good interiors. The upholstery viz. napkins etc. suitable for use by high ranking officials should always be present in the deployed vehicle. There should not be any undue noise, vibrations and black smoke emanating from vehicle/s. The ride should be smooth. The look and finish of the vehicle shall be of high order, free from past history of accidents. The vehicle should be free from dents, absence of paint & scratch marks. The colour of vehicle should be white or any light sober colour. The deployed vehicles should have speed governors installed on them to curtail rash driving.
2. All necessary tools, stepney, First-Aid Kit & fire extinguisher should always be available in good condition & should always be present all the time in vehicle/s to cater for any exigency en-route. Banner plate that vehicle/s is 'ON GOVERNMENT OF INDIA DUTY, IIT DHARWAD' should be displayed clearly.
3. All necessary documents such as vehicle registration, insurance including 3<sup>rd</sup> party, Pollution Under Control certificate, fitness certificate issued by Regional Transport Office and permits must be available in the vehicle all the time while on duty.
4. The vehicles will be inspected by the authorized representative of IIT Dharwad before taking in service & the firm undertakes to supply vehicles to the satisfaction of the authorised representative.
5. The rates quoted in the Bid shall be valid for at least **03 months** from the date of opening of the tender. Offers quoted with validity for a shorter period than above shall be liable for rejection.
6. Each page of the tender document shall be stamped and signed by the authorized signatory of the agency/firm/company.
7. The contract shall be initially for a period of one year and may be extended for a further period subject to satisfactory performance at the discretion of competent authority of IIT Dharwad on the same terms and conditions.
8. The Bid should be sealed in an envelope super scribing "Hiring of Vehicle Services" and forwarded to IIT Dharwad.
9. The EMD will be forfeited in the following conditions:
  - i. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - ii. If case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
  - iii. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish performance bank guarantee in accordance with the terms and conditions of the contract.

10. Bids of only those vendors/agencies/firms who fulfil the eligibility criteria will be considered.
11. The EMD will be returned to the unsuccessful bidders within 10 days after the award of the contract without any interest.
12. The rates quoted by the Contractor/Vendor/Agency/Firm & finalised by IIT Dharwad & incorporated in supply order shall be valid for 6 months. However, the rates for subsequent six months may be reviewed in case of change in Government Levies and, fuel price & revision if any will be proportional to such revision in rates, as determined by IIT Dharwad. Diesel rates as on the date for start of the contract will be taken as the base rate. There shall be no increase/decrease in the rates for a period of six months. But beyond six months, for any increase/decrease in the rates of diesel beyond Rs.5/- an increase/decrease in the rates of 0.10 paise per rupee of decrease/increase per km, would be considered, as the case may be for next 6 months.
13. Time and Kilometer will be calculated from actual reporting point to the desired destination for all SERVICES. If the first pick up/last drop is at IIT Dharwad, the Contractor/Vendor/Agency/Firm would be allowed to bill 10 kms extra.
14. Team of IIT Dharwad may visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.
15. IIT Dharwad may enter into a parallel rate contract with more than one contracting agency/firm/company for providing hired vehicles on the L<sub>1</sub> rates finalised by IIT Dharwad
16. The contracting agency/firm/company shall provide the services continuously as per the contract terms. In case of discontinuation of services during the tenure of contract or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the agency shall be liable for necessary legal action and performance security deposit will be forfeited.
17. The Institute reserves the right to terminate the contract at any time without assigning any reasons by giving a one-month notice to the contracting agency/firm/company.
18. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
19. The contracting agency/firm/company shall get suitable instructions from the designated Official of IIT Dharwad and shall provide the services promptly as per requirement. The contracting agency/firm/company should be in a position to supply vehicles even on short notice as and when required.
20. The contracting agency/firm/company shall abide by the Govt. rules and regulations/RTO, particularly applicable to the business.
21. The vehicles to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery napkins etc. should be present decent looking for use by high ranking officials and are well maintained during the contract period.
22. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/equivalent type of vehicle within one hour from the breakdown. On failure to do so, no payment will be made, for such trip & also IIT Dharwad at their discretion terminate the contract.

23. The drivers of the vehicles deployed at IIT Dharwad should be fully conversant with the routes of Hubballi/Dharwad/Belagavi City/Ponda/Panaji and the suburbs and should possess valid driving license in their name. The drivers must wear uniform while on duty, should be able to understand Hindi & English languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with them.
24. The successful agency / firm / company shall assign a supervisor/coordinator who shall be responsible for immediate interaction with IIT Dharwad so that optimal services could be availed without any disruption. The supervisor/coordinator should be available round the clock on his own direct/mobile telephone so as to respond to the call for services in emergent cases. The supervisor/coordinator should be accessible on holidays / Sundays also for meeting IIT Dharwad vehicle requirements.
25. The drivers of the vehicle shall obtain signature of the users on the duty slip immediately after every duty is performed as per the following format:

From	To	Departure Time	Arrival Time	Opening Km	Closing Km	Total Km	Toll/Parking/Entry Tax	Name	Sign

Total Hours

Total Km

Total Toll & Parking

Authorised Signatory

26. The IIT Dharwad will not be responsible for any kind of fine/challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage/Loss to the IIT Dharwad official/guest shall be made good by the contracting agency/firm/ company. The liability under relevant Sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the Contracting agency/firm/company, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law. The Contractor/Vendor/Agency/Firm shall execute an indemnity bond to make good any loss arising on account of any accident or any untoward incident
27. In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
28. Sustained defaulting in providing the appropriate/requisitioned vehicle, may lead to termination of contract with the contracting agency / firm / company.
29. It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and IIT Dharwad shall have no liabilities in this regard.
30. IIT Dharwad shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers engaged by agency/firm/company in the course of their performing the functions/ duties, or for any payment as compensation.



31. The drivers assigned by the successful agency/firm/company for executing transport requests from IIT Dharwad shall be medically fit. The Contracting agency/firm/company shall arrange for police verification report of the drivers from civil authorities. Police Verification Report form should be filed before deployment of drivers to the service of IIT Dharwad. Police Verification Report of the driver should be submitted to IIT Dharwad before deployment of the drivers.
32. Contracting agency/firm/company shall arrange for the psychometric & medical test of the drivers to be deployed from the concerned medical authority as recommended by the competent authority of IIT Dharwad. The report of such tests should be submitted to IIT Dharwad before deployment of the drivers.
33. The Contracting agency/firm/company should have a specific set of procedures for termination of the deployed drivers. Contracting agency/firm/company should follow proper procedure for termination of the deployed drivers. Competent authority of IIT Dharwad should be kept in picture about such actions.
34. Designated representative of Transport Section will place indent for vehicles only through e-mail or telephone. The agency/firm/ company shall submit the bills to the Accounts Section, IIT Dharwad as per the agreed rates on monthly basis along with duly signed duty slips for payment.
35. Besides above, if faculty / staff / students of IIT Dharwad hire the vehicle directly from the contracting agency/firm/company for their personal visits to various places, the bill(s) should be settled by agency / firm / company directly with the concerned faculty / staff / student. Administration, IIT Dharwad shall not be responsible for payments for the services provided by agency / firm / company directly to the above category on their requests.
36. Toll charges, parking charges, etc. may be reimbursed at actuals (original receipts must be enclosed). The Institute reserves the right to verify the authenticity of claims pertaining to parking slips/ Toll charges and if the same is not found genuine, no payment shall be made / if already made, the same will be recovered.
37. The successful agency / firm / company shall display IIT Dharwad Placard to receive IIT Dharwad staff / guests / user/ traveller/ officials from the Airport / Railway Station/Bus Station.
38. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IIT Bombay (Mentor Institute of IIT Dharwad) to the agency.
39. In case, the agency / firm / company fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof IIT Dharwad is put to any loss / obligation, monetary or otherwise, IIT Dharwad shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

40. The successful agency / firm / company will have to make an agreement with IIT Dharwad broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IIT Dharwad on a judicial stamp paper of Rs. 500/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company.
41. The successful agency / firm / company will have to deposit a performance security deposit of Rs. 6,00,000/- (Rupees Six lakhs only) in the form of Performance Bank Guarantee (PBG) of any nationalized Bank in favour of Dean, IIT Dharwad. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.
42. The decision of the Institute in regard to interpretation of the terms and conditions shall be final and binding on the agency.

