



Basic Details

Organisation Chain	Indian Institute of Technology Ropar		
Tender Reference Number	05-24		
Tender ID	2024_IITRP_809192_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	R-T-G-S
	2	NEFT

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Notice Inviting Quotation for Empanelment of Agencies for Hiring of Taxi and Bus Services
2	Finance	.xls	Notice Inviting Quotation for Empanelment of Agencies for Hiring of Taxi and Bus Services

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00	
Fee Payable To	Nil	Fee Payable At Nil
Tender Fee Exemption Allowed	No	

EMD Fee Details

EMD Amount in ₹	20,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	IIT Ropar Revenue Account	EMD Payable At	Ropar

Work /Item(s)

Title	Notice Inviting Quotation for Empanelment of Agencies for Hiring of Taxi and Bus Services				
Work Description	Notice Inviting Quotation for Empanelment of Agencies for Hiring of Taxi and Bus Services				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Hiring of Vehicles	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	30
Location	IIT Ropar	Pincode	140001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	M Visvesvaraya Block
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	29-May-2024 04:00 PM	Bid Opening Date	19-Jun-2024 03:30 PM
Document Download / Sale Start Date	29-May-2024 04:00 PM	Document Download / Sale End Date	19-Jun-2024 03:00 PM
Clarification Start Date	29-May-2024 04:00 PM	Clarification End Date	05-Jun-2024 11:00 AM
Bid Submission Start Date	12-Jun-2024 04:00 PM	Bid Submission End Date	19-Jun-2024 03:00 PM

Tender Documents					
NIT Document	S.No	Document Name		Description	Document Size (in KB)
	1	Tendernotice_1.pdf		Notice Inviting Quotation for Empanelment of Agencies for Hiring of Taxi and Bus Services	282.02
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	UPLOAD.pdf	Notice Inviting Quotation for Empanelment of Agencies for Hiring of Taxi and Bus Services	265.49
	2	BOQ	BOQ_850422.xls	BOQ FOR QUOTING RATES	424.00

Tender Inviting Authority	
Name	Assistant Registrar
Address	Facility Section M Visvesvaraya Block Indian Institute of Technology Ropar Rupnagar 140001



भारतीय प्रौद्योगिकी संस्थान
रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

(Under Ministry of Education, Govt. of India)

Rupnagar, Punjab-140001

URL: www.iitrpr.ac.in

Email: facilities.office@iitrpr.ac.in

Notice Inviting Quotation for

Empanelment of Agencies for Hiring of Taxi/ Bus Services

Tender No.05-24/TAXIEMPAN/FAC/IITRPR/PS/

Dated: 29.05.2024

Notice Inviting Quotation (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योरमेंटमोड)
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Dated: 29/05/2024

Tender Notice No: 05-24/TAXIEMPAN/FAC/IITRPR/PS/

भारतीय प्रौद्योगिकी संस्थान रोपड़ निम्नलिखित मदों की खरीद की प्रक्रिया में है।

Indian Institute of Technology Ropar is in the process of empanelment of agencies as per details as given as:-

Details of the item	Tender for Empanelment of Agencies for Hiring of Taxi/ Bus Services on Call basis
Bid Security(Earnest Money Deposit)	Rs. 20,000/-
Performance Security	Rs. 50,000/-

निविदा दस्तावेज केंद्रीय सार्वजनिक खरीद पोर्टल <http://eprocure.gov.in/eprocure/app> से डाउनलोड हो सकते हैं। ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छु बोलीदाताओं को वेबसाइट <http://eprocure.gov.in/eprocure/app> के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है 'आनलाइन बोली के निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं (एनआईसी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआईटी रोपड़ निविदाओं को देखने के लिए "गो" बटन पर क्लिक करें) उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर <http://eprocure.gov.in/eprocure/app> पूरा निविदा दस्तावेज अगले पृष्ठ में दिए गए कार्यक्रम के अनुसार आनलाइन जमा करें।

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Ropar tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

कोई मैनुअल बोली स्वीकार नहीं की जाएगी। सभी कोटेशन (दरसूची) (तकनीकी और वित्तीय दोनों को ई-प्रोक्योरमेंट पोर्टल में जमा करनी चाहिए)।

No manual bids will be accepted. All quotations (both Technical and Financial should be submitted in the E-procurement portal).

(कुलसचिव / Registrar)

SCHEDULE		
Name of Organization	Indian Institute of Technology Ropar	
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open	
Tender Category (Services/Goods/works)	Services	
Type/Form of Contract (Work/Supply//Service/Buy/Empanelment)	Empanelment	
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others	
Last Date and Time for Uploading of Bids	19/06/2024 (3:00 PM)	
Date and Time of Opening of Technical Bids	19/06/2024 (3:30 PM)	
Tender Fee/EMD	Rs. ___NIL___/- (For Tender Fee) Rs. 20,000/- (For EMD)	
	(To be paid through RTGS/NEFT. IIT Ropar Revenue Account Bank details are as under:	
	Name of the Bank A/C	: IIT Ropar Revenue Account
	SBI A/C No.	: 37360100716
	Name of the Bank	: State Bank of India
	IFSC Code	: SBIN0013181
	MICR Code	: 140002008
	(This is mandatory that UTR Number is provided in the on- line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)	
No. of Covers (1/2/3/4)	2	
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)	
Address for Communication	Assistant Registrar, Facilities , M. Visvesvaraya Building, Indian Institute of Technology Ropar, Rupnagar – 140001	
Contact No.	01881-241283,242651	
Email Address	facilities.office@iitrpr.ac.in, ar.facilities @iitrpr.ac.in,	

(Registrar)

आनलाइन बोली (बिड) के लिए निर्देश / Instructions for Online Bid Submission:

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल (यूआरएल:[URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाणपत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों तात्पर्य है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां आनलाइन जमा करें।

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

अधिक जानकारी सीपीपी पोर्टल पर आनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है।

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

पंजीकरण / REGISTRATION

- 1) बोलीदाताओं को “नामांकन के लिए यहां क्लिक करें” लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल (यूआरएल: <http://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मोड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन निःशुल्क है।

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

- 2) नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- 4) नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र (कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने) की आवश्यकता होगी। (जैसे सीफी/टीसीएस/एनकोड/ई-मुद्रा आदि), इनके प्रोफाइल के साथ

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

- 5) केवल एक मान्य डीएससी एक बोलीदाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

- 6) बोलीदाता फिर अपने यूजर आईडी / पासवर्ड और डीएससी/ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग आन करता है।
Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

निविदा दस्तावेजों के लिए खोजना / **SEARCHING FOR TENDER DOCUMENTS/**

- 1) सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाओं को कई मापदंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं “मेरी निविदाएं” फोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी की गई है।

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्पडेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

बोली की तैयारी / **PREPARATION OF BIDS**

- 1) बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझन के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिन में बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या- जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) बोलीदाता, अग्रिम में, निविदा दस्तावेज/ अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- 4) मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान (जैसे पैन कार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाणपत्र आदि) बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध “मेरा स्पेस” क्षेत्र उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज सीधे “मेरा स्पेस” क्षेत्र में जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की आवश्यकता नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

बोली जमा करना / SUBMISSION OF BIDS

- 1) बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन करना चाहिए ताकि वह समय पर बोली अपलोड कर सके अथवा फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

The bidder has to digitally sign the bid document and upload the required bid documents one by one as indicated in the tender document.

- 3) बोलीदाता को निविदा शुल्क/ ईएमडी को भुगतान के लिए “आन लाइन” के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी / निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से आन लाइन पर भुगतान करने की आवश्यकता होती है।

Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS.

- 4) एक मानक BoQ प्रारूप को सभी बोलीदाताओं द्वारा भरने के लिए निविदा दस्तावेज प्रदान किया गया है। बोलीदाताओं को इस बात का ध्यान रखना चाहिए कि उन्हें आवश्यक प्रारूप में अपनी वित्तीय बोली जमा करनी चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। बोलीकर्ताओं को BoQ फाइल को डाउनलोड करने, इसे खोलने और अपने संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ सफेद रंगीन (असुरक्षित) कोशिकाओं को पूरा करना आवश्यक है। कोई भी अन्य कक्ष नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने पर, बोलीदाता को इसे

सहेजना होगा और इसे आनलाइन जमा करना होगा, बिना फाइल नाम बदले। यदि BoQफाइल को बोलीदाता द्वारा संशोधित किया गया है, तो बोली को खारिज कर दिया जाएगा।

A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 5) सर्वर का समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा। बोलीदाताओं को खोलना आदि। बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके। दर्ज किए गए डेटा को अनाधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है। संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) बोलियों के सफल और समय पर जमा होने पर, पोर्टल सभी प्रासंगिक विवरणों के साथ बोली संख्या, बोली जमा करने की तारीख और समय के साथ बोली सफलतापूर्वक जमा करने का संदेश एवं बोली सारांश प्रदर्शित करेगा।

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- 9) कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ को जोड़ दें।

Kindly add a scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

बोलीदाताओं को सहायता / ASSISTANCE TO BIDDERS

- 1) निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए अथवा निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।
Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) आनलाइन बोली प्रस्तुत करने अथवा सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न 24x7 सीपीपी पोर्टल हैल्पडेस्क पर निर्देशित किया जा सकता है। हैल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 हैं।
Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

बोलीदाताओं के लिए समान्य निर्देश / General Instructions to the Bidders

- 1) निविदाएं पोर्टल <http://eprocure.gov.in/eprocure/app> के माध्यम से आनलाइन प्राप्त होगी। तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को पीडीएफ प्रारूप में अपलोड करना होगा।
The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) कंपनी के नाम में स्मार्ट कार्ड/ई-टोकन के रूप में मान्य क्लास II/III डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और <https://eprocure.gov.in/eprocure/app> के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते हैं। डिजिटल हस्ताक्षर प्रमाणपत्र पर अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी “डीएससी के बारे में सूचना” लिंक के तहत वेब साइट <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।
Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) निविदाकर्ता को सलाह दी जाती है कि <https://eprocure.gov.in/eprocure/app> पर ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोक्योरमेंट पोर्टल माध्यम से आनलाइन बोली के जमा करते समय निविदाकार हेतु निर्देशों में उपलब्ध निर्देशों का अनुगमन करें।
Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Indian Institute of Technology Ropar (IIT ROPAR) is an Institution of National Importance functioning under the Ministry of Education, Government of India. IIT Ropar is presently functioning from its campus located at Rupnagar, Punjab-140001. IIT Ropar has student strength of about 3000 and it has around 500 faculty and non teaching staff. The institute intends to empanel Taxi/ Bus service providers for providing taxi/bus services to IIT Ropar on “as and when required” basis.

Interested firms/ agencies with requisite experience and expertise may submit their bids online on the CPP portal. All prospective bidders may download the NIT document from the institute’s website at www.iitrpr.ac.in / CPP portal.

INSTRUCTION TO AGENCIES PROVIDING TAXI/ BUS SERVICES

Eligibility Criteria:

1. The agency should preferably have Registered Office with good infrastructure in Ropar/Tricity. The agency can be either proprietor/company/partnership firm or the agency should be registered with the statutory authority as prescribed in law
2. Any party involved in any pending dispute resolution proceedings with IIT Ropar at any forum, as on the date of publication of tender, shall be ineligible to participate in the tender process, whether directly or indirectly.
3. The representatives of IIT Ropar may make discreet enquiry or may visit/inspect the office premises of the agency to ascertain the infrastructure and condition of vehicles.
4. The agency should own a fleet of at least three cars/buses of any models as mentioned in Clause No. 03 under Tender Requirements and registered in the name of the agency. The vehicles should be in good condition, and not more than 3 years old.
5. The agency should have minimum 5 years of experience in providing ‘Car Rentals and other transport services’ with reputed Govt./Public Sector Enterprises/Banks/ Government Departments/ Research Organizations/ Reputed Private Sector Companies (provide/attach copy of minimum three work orders in this regard) Indicate No. of work orders.
6. The agency from Individual/Firm/Organization including its Partners/Shareholders / Directors who have been blacklisted/prosecuted by any departments/statutory bodies in any State or by any Court of Law, shall be rejected.

TENDER REQUIREMENTS

- a. The vehicles supplied/provided by the agency should have clean interior, upholstery, well maintained exterior & noiseless drive.
- b. All necessary tools like GPS Kit, spare tyre (stepney), operational First-Aid Kit and fire extinguisher should be available at all the time in vehicle(s) to cater for any exigency *en route*.
- c. The agency should be able to provide AC cars at short notice (within 1 hour) such as Toyota Innova, Toyota Etios, Etios Sedan, Maruti Ciaz, Hyundai Accent,

Maruti Suzuki D'Zire, Tata Tigor, and Bus (Force, Tata, Ashok Leyland, etc.,) or equivalent (AC and Non-AC) with valid registration for commercial use (Yellow Number plate).

- d. The agency should have tax registrations PAN, GST, vehicle insurance, permits, fast tag, emission certificate, fitness certificate (Bus) etc. and all other up to date records pertaining to the vehicle.
- e. The agency should have a complete list of clientele in Ropar/Tricity and Performance Certificates from at least **two** major clients, presently in force/vogue (Government/Public Sector organizations preferred) should be attached otherwise tender will not be considered.
- f. In addition, the list of attached agencies may please be provided.
- g. The bidder should visit the institute website regularly for any amendment/clarification/ corrigendum issued with regard to this tender and IIT Ropar is not responsible for any failure to notice such changes posted on its website.
- h. The drivers deployed to IIT Ropar should be well trained, experienced and shall possess a valid driving license. He shall report in proper uniform & carry mobile phone. Also, the Drivers shall be medically fit, have clear vision, good conduct and character. The Drivers should be courteous, well conversant with local areas/roads/routes.
- i. Drivers should carry with them related RTO/insurance papers, registration certificate, permits, fitness certificate of the vehicle and valid driving license at all times.
- j. The driver must carry a placard with particulars of the arriving Guest/Officer at the Airport/Railway Station, etc.
- k. If the institute notices that the service/conduct of any of the driver(s) is not in conformity with the standards of the IIT Ropar, such driver(s) should be replaced immediately.
- l. The Driver shall wear UNIFORM and shall maintain it in good and impeccable condition always.
- m. If any vehicle provided is found to be not properly maintained/is not presentable, such vehicle(s) shall be immediately replaced with alternate vehicle of same or equivalent model in good condition.
- n. Toll tax, parking charges etc. paid by the agency during the course of providing taxi services/journey will be reimbursed to the Company on actual basis. These charges are to be paid by the driver of the agency on duty and shall be claimed by the agency along with the bill. The drivers shall not demand money from the users and the agency should ensure sufficient cash balance in fastag/cash is made available with the drivers to meet such contingent expenditure.
- o. The Drivers deputed for duty will conduct himself with dignity and would extend support to guest/user, to load/unload/transport his belongings, if need be.
- p. The behavior of the driver should be polite, cordial, and obedient. He should not have a criminal record or be convicted by any Law enforcement agencies. In case of any misbehavior, in addition to taking legal action, the agency will also be penalized for the same and the decision of the Competent Authority of the Institute in this regard shall be final and binding on the agency.
- q. The taxi/ bus can also be used for Outstation Trips if need arises.
- r. A driver who takes a break for tea/lunch or for any other purpose for a short duration during duty hours, prior intimation/permission should be given/taken from/to the guest/user/office/reception/security of the Institute.
- s. The driver should report for duty at specified time and stay with the car/vehicle during duty hours. He must ensure to fill the duty slip details –agency Office out time, opening kilometer, release time, closing kilometer, parking charges etc., and obtain signature by the guest(s)/user of the vehicle mandatorily. Incomplete trip

- sheets will not be honored/approved for payment.
- t. Agencies should communicate/provide details of the car, driver's name and his mobile number to the requesting officer/officials and to the guest at least 1 hour before reporting time by SMS/ WhatsApp.
 - u. The agency will submit/raise bills on occasion/ monthly basis along with the User/guest Certification Slip certifying the Kms reading and time of usage. The time will be rounded off to an hour. While making payment, IIT Ropar will deduct applicable statutory taxes at source and issue necessary certificates in this regard.

GENERAL TERMS & CONDITIONS:

1. If a particular car model requisitioned is not available, an equivalent/identical model should be arranged at the same rates.
2. The agency should not charge extra mileage and hours utilized by drivers for food and fueling etc.
3. The mileage will be considered from Institute to Institute for kilometer running/ billing purposes.
4. The vehicles should comply with all the provisions of Motor vehicle Act, 1988 as in force from time to time, and fit for hiring, during the period of the contract.
5. The empaneled agency will have to include the Force Majeure Clause as per the Government of India as relevant from time to time.
6. Complaints, if any, with regard to deficient services shall be lodged directly with the agency and such complaints shall be dealt with and resolved immediately.
7. It is onus on the agency to verify the antecedent/background of the drivers and shall indemnify such certified verification.
8. In case of any emergency, the Institute will confirm booking of vehicles at least two hours in advance and the agency should be able to provide the vehicles any time of the day, even during odd hours, on need basis. However, the agency should also be ready to provide vehicles at short notice (1 hour before reporting time) to supply AC cars and AC / Non-AC Buses at approved rates.
9. The IIT Ropar shall not be liable for any damage to the vehicles due to accidents or unforeseen reason like fire, floods or other natural/manmade calamities arising out of accidents or while driving vehicles. Further, the Institute shall have no liability to pay compensation for any such incidents/accidents to any individual/Government/statutory bodies. The agency, shall alone, will be responsible and liable for all such statutory obligations as per law.
10. In case of any damage or any injury caused/due to negligence by the Driver while on duty either to the IIT Ropar property or personnel including students and visitors of the institute, the agency, shall alone, will be responsible to compensate for any or all such damages/ injuries.
11. In case the agency fails to provide vehicle(s) or if the driver(s) fail to report within a reasonable time beyond schedule, the institute reserves the right to explore/hire services from any other agencies and recover the proportionate cost from the bill of the agency for such lapse/loss. In addition, the Institute may penalize the agency for each such deficient / poor service.
12. Any overwriting or corrections against readings in the trip sheet shall be countersigned by the user/guest, failing which, the cost of the trip shall be calculated on average mileage basis.
13. The lowest rates L1 received from eligible agencies for each type of vehicle will be tabulated for each slab and circulated to all eligible agencies for their consideration and acceptance. The agencies who are ready to provide taxi services on these rates and accept the rates in writing would be empaneled as Taxi Operators by the Institute for providing taxi services.
14. The rates quoted by the agencies shall be valid for a period of one year from the

date of empanelment of taxi/ bus Operator irrespective of the fluctuation in the fuel charges.

15. The empanelment will be confirmed by the Institute in writing only on receipt of confirmation from the eligible agency that the minimum rates offered are acceptable to them.
16. The Institute shall be liable only to the extent of paying hiring charges as per the agreed rates, specified in the agreement and as per terms and conditions and are not responsible for (driver's salary, insurance, repair costs, fuel cost, breakup costs or other incidental expenses), which are to be borne by the agency.
17. No advance payments shall be admissible under any circumstances. Payments shall be made by way of NEFT/RTGS to the empaneled agencies.
18. **Cancellation Charges** – Three hours prior to the scheduled trip, no cancellation charges will be paid. However, if the vehicle has reported to the designated location and booking is cancelled, then the cancellation charges will be paid as per agreed terms.
19. The empaneled agencies shall take appropriate measures in respect of its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The empaneled agencies obligations with respect to non- disclosure and confidentiality is valid till the expiry or termination of this agreement.
20. Mere contract award letter will not be counted as Experience Certificate, Performance and satisfactory service certificate issued by the concerned organization is mandatory.
21. The EMD in respect of the agencies, which does not qualify for opening of the Price Bid, shall be returned without any interest.
22. The empaneled agency/s shall be solely responsible for compliance of all the provisions of the "Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment is received against any drivers deputed to the Institute by the empaneled Agency, besides lodging the police complaints, the complaint may also will be referred to the appropriate Committee constituted under the said Act at the Institute. The empaneled agency/s shall be responsible for educating its employees about prevention of sexual harassment/misbehavior.
23. The empaneled agency/s shall not disclose directly or indirectly any information, material, and details of the Institute's infrastructure/systems/equipment's/Security Area/ etc., which may be noticed or comes to knowledge of their staff/ empaneled agency/s during the contract period shall maintain confidentiality as its contractual obligations to any third party and shall at all times hold the same in strictest confidence. The empanelled agency/s shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The empanelled agency/s shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the empanelled agency/s and the agency/s shall be liable for damages/termination of the contract.
24. The Institute reserves the right to terminate the contract of all or any empanelled agency, giving one month's notice and without assigning any reason whatsoever. Agency intending for premature termination of contract may do so, by giving one month's notice.
25. Self attested declaration that the agency has not been blacklisted by any Government Department, PSUs or Banks etc to be submitted along with the Tender document.
26. The Driving License of the drivers should be pasted at appropriate place inside the

vehicle and the validity of the Driving License should be periodically checked by the agency and reconfirm that the Divers hold a valid Driving License while on road.

27. Jurisdiction for legal disputes, if any, arising during the period of the contract, will be in Ropar/Rupnagar, Punjab Courts only.
28. The Director, IIT Ropar reserves the right to accept any or all tenders /or reject any or all tender wholly or partly without assigning any reason.

SELECTION PROCESS:

1. The Tender Committee of IIT Ropar will evaluate all the Technical & Commercial Bids.
2. Price Bid/Commercial Bid of only those Tenders will be opened by the Committee who are found eligible/qualified after scrutiny of Part -1 (Technical Bid).
3. L1 rates for each category will be computed.
4. The technical evaluation includes checking the registration certificates, legal, statutory, taxation and other associated compliance in respect of the organization and of existing contracts. The Committee may get independent feedback with regard to the performance of the agency, from the existing clients, which may include obtaining references and /or visiting the work site.
5. The Institute reserves the right to grade the agencies based on number of fleets at the disposal of the transport agency, availability of spare fleets, number of years of experience, yearly turnover, location of agency office and quality of service provided and commitment to the client's requirements, (will be based on client's report.)

TECHNICAL BID

Sl. No.	Information Required	Information to be submitted by the Applicant (Attach Separate Sheet if Required)		
1	Name of the Organization			
2	Type of Organization, Proprietorship, Partnership, Company, Society etc.).			
3	Name of the Proprietor/Partners/Director			
4	Authorized person on behalf of the agency (Name, contact details including telephone/email)			
5	Registration (firm, company etc) Registration Authority: Registration Date: Registration Number: Validity:			
6	Total no. of years of experience (1) With Govt. organization (2) With others	<div>_____ years</div> <div>_____ years</div> <div>_____ years</div>		
7	Copies of Audited Balance Sheet & P & L a/c statement for last 3 years. (Indicating separately turnover through supply of cars on hire) (Copies to be attached)	Sl. No.	Year	Amount (in Rs.)
		1	2021-22	
		2	2022-23	
		3	2023-24	
8	Local office address with telephone number, email address for correspondence			
9	Presently working with any Government/semi-government/PSU/Autonomous bodies/organization of repute, as approved transport provider and if so, furnish details.			
10	PAN, GST and TIN No. (attach copies)			
11	List of cars and Buses owned in the name of the agency with Model, Registration Number/s, Permit Number/s, Date of purchase, Insurance Policy. (Copies of the documents should be attached.)			

Copies of documents to be submitted :

1. Copy of the firm registration.
2. Copy of GST Registration certificate.
3. Copy of PAN or Income Tax Certificate.
4. Feedback from two three major clients (Government/Semi Government/PSU's/ Autonomous bodies/ organization of repute) indicating the period of contract.
5. Audited Balance Sheet & P&L a/c statement for the last 3 years. (indicating separately turnover through supply of cars on hire)
6. Documents of Vehicle owned in name of firm
7. Signed and stamped tender document.

DECLARATION BY THE AGENCY

1. I/We certify that I/We have gone through & agree to the terms & conditions of Tender No.05-24/TAXIEMPAN/FAC/IITRPR/PS/ dt. 29.05.2024 and undertake to comply with them for the contract period (valid for one year from the date of signing of the agreement deed plus extendable on same terms & conditions for another one year as decided by IIT Ropar).
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in any tenders by any State Government / Central Government organizations.
3. I/We certify that each self-attested pages of photocopy of various documents/certificates attached are true to the best of my/our knowledge and no erasing/overwriting/cuttings/ corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions, stipulated by the IIT Ropar in this connection including penalty etc.
5. I/We understand that IIT Ropar, Ropar reserves the right to reject any or all tenders including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide vehicle(s) on time, the Centre is free to obtain services from other service providers at my/our risk and cost.

Name:

Address:

Signature (s) of the agency with stamp of the firm