



**Indian Institute of Technology Ropar
Nangal Road, Rupnagar-140001**

BID DOCUMENT

TENDER FOR HIRING OF VEHICLES (CAB) FOR USE IN
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

TWO BID SYSTEM

Tender Fee: Rs. 590.00

TENDER NOTICE

1.	Name of work	Hiring of Vehicles for IIT Ropar
2.	Bid Type	Two Bid
3.	Tender Fee	Rs. 590.00(Incl GST) in the form of Demand Draft from any nationalized bank in favour of the “ IIT Ropar Revenue Account” payable at Ropar.
4.	EMD	Rs. 20,000.00
5.	Last date and Time	07.03. 2019 up to 3:00 P.M.
6.	Opening of Tender	07.03. 2019 at 3:30 P.M.
7.	Venue	Indian Institute of Technology Ropar
8.	Validity of offer	90 days
9.	Duration of the Contract	The contract will be awarded initially for a period of One year extendable further upto one year. However, extension will be considered keeping in view satisfactory performance of the services.

The tender form alongwith Terms & Conditions can be downloaded from the Institute website www.iitrpr.ac.in/tenders.

BIDDER'S DETAILS

1.	Name of the Bidder/ Organization	
2.	Full Address of Regd. Office Telephone No. FAX No. : E-Mail Address :	
3.	Full address of Operating/Branch Office Telephone No. : FAX No. : E-Mail Address :	
4.	No. of years of experience of the establishment: (Minimum of 5 years of experience is essential)	
5.	List of Govt. Offices/ Multinational Companies being served by the bidder. Please indicate in a separate sheet and enclose along with the Tech. Bid. (Please attach separate sheet) with full details as Annexure 1.	
6.	PAN No.	
7.	GST No.	
8.	Tender Fee Details	
9.	EMD Details	

Signature of the bidder

Terms & Conditions of Tender

1. Documents required to be submitted along with the Technical bid:

- a. Tender Fee & EMD in the form of two different Demand Drafts in favour of the Registrar, IIT Ropar payable at Rupnagar/Ropar.
- b. Declaration that the bidder shall provide the vehicle as specified in Annexure II.
- c. Copy of PAN Card.
- d. List of Govt. Offices / Organizations & Multinational companies served/being served by the bidder.
- e. Annual Turnover
- f. GST Registration

All the pages of the tender document and certificates should be duly signed and stamped by the bidder.

2. Submission of Bids

Tenders addressed to the 'Registrar, IIT Ropar' and valid for 90 days should reach the Deputy Registrar Office, Utility Block, Indian Institute of Technology Ropar, Birla Farms, Permanent Campus, Rupnagar-140111 on or before the last date and time. Tenders received late shall not be considered.

3. Method of Preparation of Bid

- a. Bid for the tender should be submitted in two sealed envelopes placed inside a main sealed envelope. The envelopes inside the main envelope should contain the following;

Envelope	Marked on the cover	Contents of Envelope
First	Technical Bid	Should contain EMD, Tender Fee and documents indicated at b, c, d, e & f of Clause 1 above.
Second	Financial Bid	Rates should be quoted in the prescribed Financial Bid Format only

- b. Any tender with conditions other than those specified in the tender document, is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after the tender is opened.

Note: - The “Financial Bid” of only technically qualified bidders will be opened at a later date. Date, time & venue of opening of Financial Bid(s) will be intimated to qualified bidders accordingly.

4. Financial Bid

- i. The bidder shall quote the rates only in the format provided along with tender Document. Rates quoted in any other format / sheet will not be considered.
- ii. The price quoted by the bidder shall remain fixed during the entire period of the contract and shall not be changed.

5. Bid Security (EMD)

- a. The bidder must deposit **Rs. 20,000.00 (Rupees Twenty Thousand Only)** as Bid Security (Non-Interest Bearing). The Bid Security shall be in the form of Demand Draft from any nationalized bank in favour of the “**IIT Ropar Revenue Account**” payable at Ropar.

- b. The bid security may be forfeited:
 - i. If the bidder withdraws his bid during the period of validity specified by the bidder in the bid form.
 - ii. If the successful bidder fails to furnish performance security in accordance with terms of Tender.
- c. The bid security of the unsuccessful bidder will be discharged / returned as early as possible as but not later than 45 days after the expiry of the period of bid validity.

6. Tender Opening

- a. Bids shall be opened in the Conference Room of IIT Ropar, Nangal Road in the presence of bidders or their authorized representatives who wish to be present at the time of opening.
- b. In case, the date fixed for opening of bids is declared as a holiday by the Government of India, the bids will be opened on the next working day, Time and Venue remaining unaltered.

7. Performance Security

- a. The successful bidder shall be required to deposit an amount of **Rs. 1,00,000.00** (Rupees One Lac Only) as security deposit in shape of FDR duly pledged in the name of the Registrar, IIT Ropar within 10 days of the issue of letter of intent for accepting the bid.
- b. Performance security will be discharged after compliance of contractor's performance obligation under the contract.
- c. If the contractor fails or neglect any of his obligations under the contract it shall be lawful for the Registrar, IIT Ropar to forfeit either whole or any part of performance security furnished by the bidder as a compensation for any loss resulting from such failure.

8. Award of Contract

The Institute can award contract(s) to different bidders for different vehicles.

9. Annulment of Award

Failure of the successful bidder to comply with any of the tender/contract conditions shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in the event of which the Registrar, IIT Ropar may make the award to any other bidder at his own discretion or call for new bids.

10. Termination of Contract

Registrar, IIT Ropar may without prejudice to any other right / remedy for breach of contract, terminate the contract in whole or in parts by giving 30 (Thirty) working days notice in writing to the contractor in case of any default by the contractor / service provider and in any of the terms and conditions.

11. Terms of Payment

Payment shall be made within 15 days from the date of receipt of bill. Monthly bills shall be submitted in duplicate to the Registrar, IIT Ropar along with the attested copy of the log book vehicle wise (Log Book should be duly signed by the user and the driver of the vehicle).

12. Jurisdiction:

All disputes arising out of this contract shall be subject to the jurisdiction of the court at Rupnagar / Ropar.

13. Right to Accept or Reject

The Director, IIT Ropar shall not be bound to accept the lowest or any tender and reserves the right to reject any tender(s) without assigning any reasons thereof.

(Signature of the bidder)

SPECIAL CONDITIONS OF THE CONTRACT

1. The contractor shall provide vehicles within 10 days from the date of receipt of letter of intent.
2. Any liability under any Act or Statute shall be of the contractor and under no circumstances shall IIT Ropar assume responsibility.
3. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor. Any breach of such laws or regulations shall be deemed to be breach of this contract. Further the payment of the Salary / Wages to the drivers employed by the contractor should be made by 5th of every month.
4. Preference will be given to those bidders who fulfills the following minimum requirements:
 - a. Offering the vehicles of model year 2013 & above.
 - b. The contractor furnishing the experience / performance certificate(s) for the CAB services run from educational Institutions / Corporate / MNCs.
 - c. Annual turnover of the bidders with 10 Lacs or more.
5. No sub-contracting is permissible.
6. The contractor shall assign the job of driving of hired vehicles to experienced drivers having appropriate license(s) and also assume full responsibility for the safety and security of officers / officials. IIT Ropar shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under the law and any loss caused to IIT Ropar have to be suitably compensated by contractor.
7. Contractor would be responsible for the conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the Institute, the said driver shall be withdrawn and a fresh driver shall be provided to the Institute at no additional cost.
8. The contractor shall send the vehicle for periodical servicing at his own cost, IIT Ropar will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes, insurance etc. will be the contractor's liability.
9. Drivers should carry sufficient cash for discharging obligations on account of parking charges, toll taxes, etc. Such expenditure can be claimed as reimbursement by the contractor. Proper supporting documents would have to be submitted along with such claims.
10. In case of breakdown of any vehicle, the Contractor shall within two hours provide another vehicle of similar brand at no extra cost. The IIT Ropar shall have absolute right to charge Rs.2000 per day as penalty if the vehicle is not provided within two hours.
11. Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
12. Payment of all kinds of Government taxes or duties for plying vehicles will be the liability of the contractor.
13. Regular checking of meter by the designated transport authority may be got done by the contractor and requisite certificate may be shown to IIT Ropar as and when demanded.
14. TDS applicable will be deducted from the payable amount of the bill.
15. The contractor shall abide with all local /municipal / state / central laws and regulations.

16. The drivers shall be provided working mobile phone at the cost of the contractor, so as to enable the IIT Ropar to contact them as and when required, during the period of the contract.
17. Tampering of meter reading, vehicle usage timings overwriting of summary / log book sheets and misbehavior by the drivers while on duty shall be viewed seriously and may lead to even cancellation of the contract at the discretion of the Director, IIT ROPAR.
18. Contractor shall not deploy any vehicle running on LPG.
19. The hired vehicles shall be under Institute's control and shall be parked in designated locations of the Indian Institute of Technology, Ropar when not in use. These will remain in Campus for (24 hours) 365 days.
20. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights also required to be fitted.
21. Vehicle should be able to move freely to the neighboring States without any restrictions. The contractor can claim permit charges except the permit charges for Tricity.
22. Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date at the contractor's cost.
23. All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
24. Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws. **Use of alcohol by driver during duty time is strictly prohibited.**
25. In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to the account of contractor.
26. The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Indian Institute of Technology, Ropar.
27. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
28. In the intervening period if a temporary vehicle is provided by the Contractor its mileage will be taken separately from reporting to discharges and will be added to the total log book for the month.
29. Drivers should be well dressed. The contractor will provide uniform to all drivers who will wear the same on duty. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the Institute shall have right to expel or refuse entry to any of such drivers and treat the vehicle as absent.
30. Driver should be alert /careful enough to take care of items / material kept in the vehicles.
31. Vehicle should carry portable fire extinguisher.
32. The contractor should give an undertaking that he will assign the specific vehicle in the beginning of the contract. No change of vehicle will be allowed in-between except in special unavoidable circumstances. If the vehicle goes on breakdown for more than 3 days the contractor should assign a similar vehicle with the consent of Institute.
33. **The institute will provide diesel for the day to day running of the vehicles**

(Signature of the bidder)

TECHNICAL BID
(Sealed Cover-I)

Documents to be part of Technical Bids:

1. Earnest Money Deposit (EMD) / Bid Security of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft from any nationalized bank in favour of the “ IIT Ropar Revenue Account” payable at Ropar. Self attested copy of PAN card under Income Tax Act.
2. Copy of Registration Certificates and Fitness Certificate of, Innova and Scorpio (Registered 2013 or above).
3. Declaration by the agency regarding acceptance of Terms & Conditions on stamp paper of Rs.100/- only.
4. Self attested copy of registration of firm.
5. Annual Turnover
6. GST Registration
7. Number of CABS owned by the bidder.
8. Number of companies/firms/institutions./MNC's to whom services are provided by the bidder.
9. Experience Certificates issued by the respective Company/firm/Institution/MNC.
10. Duly filled Annexure-I.

APPLICATION FORMAT

(Duly filled and signed format to be submitted with the technical bid)

1	Name of Bidder	
2.	Copy of PAN of Bidder	
3	GST No.	
4	Name of the Proprietor/Partner/Director/Authorized Person of the bidding agency.	
5	Address of Proprietor/ Partner/ Director/ Authorized Person of the bidding agency.	
6	Telephone No.	
7	Mobile No.	
8	Annual Turnover of the bidder for the year 2016-17 & 2017-18. (To be supported with the relevant documents)	
9	No. of CABS owned by the bidder	
10	No. of Companies / Firms/ MNC's / Educational Institutions to whom services are provided by the bidder (Experience certificates issued by the respective company/firm/Institution should be enclosed)	

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Bidder _____

Name of the Signatory _____

Place:

Name of the Firm/Agency _____

Date:

Seal of the Firm/Agency _____

FINANCIAL BID

(To be submitted in separate sealed envelope-II)

Name of work: **a) Hiring of vehicles on Monthly rental basis:****Schedule of Work:** All Seven days in a week (6:00 AM to 10:00 PM).

S No.	Description	Monthly Charges in Rs.(Incl GST)	
		Toyota Innova (AC) 2013 & Above	Mahindra Scorpio (AC) 2013 & Above
01	Rates for 4500 KMS (per month)		
02	Rates for additional KMS beyond 4500		
03	Night Charges from 10:00 PM to 6:00 AM		
04	Mileage (KM) per liter of diesel		
05	Outstation Charges (Driver Bhatta)		

Note:-

1. In case same lowest rate is quoted by two or more agencies, the contract shall be awarded to the bidder providing comparatively new vehicles.
2. During the period of contract the rates will not be revised with the revision in any taxes by the Govt. of Punjab or the Govt. of India. The prospective bidder may quote the rates accordingly taking in to consideration of these aspects. No column should be left blank.
3. The Institute can increase or decrease the quantity of vehicles and opt for any or all the quoted vehicles as per Institute requirement.

Date:

Place:

Name and signature of Authorized Person/Bidder
with office seal