

Indian Institute of Information Technology Vadodara

Block No. 9, Government Engineering College, Sector 28,
Gandhinagar, Gujarat, India - Contact No. 079- 29750281
www.iiitvadodara.ac.in

Tender No. IIITV/TENDER/LEASE-CAR/2017-18/003

Date: 29 September 2017

NOTICE INVITING TENDER

Dear Bidder,

Indian Institute of Information Technology Vadodara (IIITV) Gandhinagar Campus invites sealed tender for **Hiring of Vehicle on lease basis brand new Multi Utility Vehicle (MUV) (Refer Clause 1 of General Terms & Conditions)** as per the following terms & conditions:

1.Tender No.	IIITV/TENDER/LEASE-CAR/2017-18/003
2.Type of Tender	Indigenous Open Tender (Two Bid System)
3.Description of Work / Services	Hiring of Vehicle on lease basis brand new Multi Utility Vehicle (MUV)
4.Earnest Money Deposit (EMD)	Rs.25,000/- (Rupees Twenty Five Thousand Only) Must be enclosed with Technical Bid in the form of Demand Draft in favour of Indian Institute of Information Technology Vadodara Payable at Gandhinagar, Gujarat
5.Closing Date and Time of Bid submission (Technical and Financial Bids)	24 October 2017 up to 15.00 PM
6. Pre-Bid Meeting	09 October 2017 at 11.00 AM at the Institute, Gandhinagar Campus.
7. Last Date and Time for seeking Clarification	13 October 2017 up to 17.00 PM by an email to the Registrar on registrar@iiitvadodara.ac.in or an ink signed copy at the Institute.
8.Technical Bid Opening Date & Time	24 October 2017 at 15.30 PM
9.Financial Bid Opening Date &Time	Bidder(s) would be informed by email / phone
10. Bid Validity	120 Days from the date of financial bid(s) opening



11.Tender Fee	Rs.1000/- (Rupees One Thousand Only) in the form of Demand Draft in favour of Indian Institute of Information Technology Vadodara Payable at Gandhinagar, Gujarat.
12.Performance Guarantee (In the form of DD from nationalized Bank)	Rs.1,00,000/-(Rupees One Lakh Only) in the form of Demand Draft in favour of Indian Institute of Information Technology Vadodara Payable at Gandhinagar, Gujarat.
13.Correspondence Address	Registrar, Indian Institute of Information Technology Vadodara, Block No. 9, Government Engineering College, Sector 28, Gandhinagar, Gujarat, India Contact No. 079- 29750281

Table 1

A. Instructions to Bidders:

- 1.The tender documents shall be available on the Institute's website i.e. www.iiitvadodara.ac.in.
2. Bidders should download the tender document from the Institute's website & should ensure to submit duly endorsed tender documents along with tender fee and EMD. All Corrigendums / Amendments / Corrections, if any to this tender inquiry will be published only on the Institute website.
3. The parties may seek detailed clarifications on Technical & Financial issues (if any) on the Conditions of bidding document as mentioned in Table 1 on page 1.
4. The Institute expects the bidders to comply with the tender specifications / conditions, which shall be frozen after due date. The bids not complying with the terms and conditions of the bidding document and offers indicating any exception/ deviation shall be liable to be rejected.
5. Tender(s) must be reach in the Tender Box kept at the office of Registrar of the Institute, Gandhinagar, Gujarat as per the timings mentioned in Table 1 on page 1.
6. The Institute reserves its right to accept / reject any /all the bids and cancel the tender at its sole discretion without assigning any reason.
7. Bidders intending to send their offers by post may send the same under registered cover / courier or by hand delivery so as to reach the designated place well before closing time and date. However, the Institute accepts no responsibility for offers received after the due time and date. Also, all envelope should be marked in bold **Hiring of Vehicle on lease basis brand new Multi Utility Vehicle (MUV)**.
8. Fax and Email quotation are not acceptable and will be rejected.



9. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. Tenders not complying with tender conditions and not conforming to tender specifications will result in the rejection of its bid without seeking any clarifications.
10. The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
11. Only those financial offers will be opened whose technical offers are found suitable by the evaluation committee.
12. No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
13. A demand draft of **Rs. 1,000/- (Rupees One Thousand Only) towards non-refundable tender fee and a demand draft of Rs. 25,000/- (Rupees Twenty Five Thousand Only) towards refundable EMD from a Nationalized bank** in favour of **Indian Institute of Information Technology Vadodara payable at Gandhinagar** placed in a separate envelope marked Tender Fee & EMD should accompany tender bid documents. Both the demand drafts should be valid for 90 days.
14. The EMD of the successful bidder will be returned to them without any interest after deployment of services (within 60 days) and upon submission of performance guarantee. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.
15. The bid / offer will not be considered without tender fee and EMD.
16. In the event a particular tender is cancelled, the tender fee will not be refunded to the concerned Bidder.
17. Conditional tenders are liable to be rejected.
18. On the agency observing all the terms and condition as stated hereinabove faithfully, the Institute agrees not to revoke or terminate the signed agreement at any time prior to expiry of the period of five year. In case the agency fails to perform or observe any covenant or condition of the signed agreement on or before the said date, then at any time the signed agreement shall be terminated by the Institute by giving at least one month notice in writing to the agency. The notice terminating the signed agreement shall be deemed to have been duly served if delivered personally or by post to the Contractor or if pasted on the outer door of the said premises. The agency on his part may terminate the contract agreement subject to condition mentioned under special conditions in the signed agreement by giving at least two months notice in writing to the Institute.
19. If successful tenderer fails to supply vehicle within the stipulated period, IIIT Vadodara reserves the right to hire same or equivalent vehicle from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the hiring of vehicle from alternative source will be recovered from the performance guarantee / balance payment due and if the value of the hiring under risk purchase exceeds, the amount of performance guarantee and / balance payment due, the same may be recovered if necessary by due legal process.



B. General Terms & Conditions:

1. The vehicle must be Brand New Multi Utility Vehicle (MUV) (The Vehicle is to be purchased after the order is placed) having the following specifications:
 - Minimum 1450 CC
 - Ground Clearance 190mm or more
 - 02 Airbags
 - Diesel Operation
 - Colour: White
 - Minimum rated mileage > 19 KM / Litre
 - 04 Wheel Drive
 - Automatic Climate Control
 - Height: 1600mm and above
 - Length: 4200mm and above
2. This lease shall be for a period of 05 (Five) years but after satisfactory performance report by the Institute year - wise or whenever necessary. The Institute reserves the right to revoke the lease if the leasing agency breaches any terms and conditions laid in the contract for which bidder should specify the charges for termination of lease prior to its completion in their commercial terms and conditions.
3. Availability of the vehicle shall be 24 hours a day for seven days a week. Driver would be provided by the Institute.
4. The vehicle shall be under custody of the Institute during the lease period.
5. The agency will take care of Maintenance, Insurance and other statutory obligations of the vehicle. Insurance cost based on full value should be considered and no additional payment to be made.
6. The vehicle should be registered with the concerned authorities at Gandhinagar, Govt. of Gujarat. A certificate to this effect should be provided to the Institute.
7. Routine maintenance / servicing of the vehicle should be done by the agency once in a month at his own cost.
8. Institute will provide fuel, engine oil, water etc. for the vehicle. All other maintenance costs will be borne by the agency.
9. In case of break-down the leasing agency will be responsible for repair and maintenance of the vehicle. Institute will not pay any type of compensation for maintenance or Insurance of the vehicle.
10. Total down period excluding routine maintenance in a year should not exceed 12 days.
11. If the breakdown is more than 48 hours, the agency shall provide alternative vehicle or penalty shall be charged on the agency at the rate of Rs. 5,000/- per day.
12. If the Vehicle is hypothecated to a bank or any financial institution the leasing agency has to produce concurrence of the financial institution / Bank.
13. The vehicle is to be delivered within 15 days from the date of issue of the order or intimation failing which the E.M.D. shall be forfeited and next eligible agency shall be offered.
14. The agency shall abide by all statutory laws, rules and regulation of the state Govt. /Central Govt. as per jurisdiction.
15. No manpower and / or resources should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on the



Institute, on grounds of "person and / or resources displaced from job". The Institute shall not entertain such claim.

16. The monthly lease rent / fleet management charges shall be paid on monthly basis and within 10 working days on receipt of clear and certified invoice.

17. Competition shall be on the basis of annual dues which will be paid in installments (Refer Annexure IV).

18. The quotation shall be valid for a period of 120 days from the date of opening of the financial bid(s).

19. Notwithstanding the above, the Institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all the quotations at any time prior to the award of contract.

20. In the event of any dispute or difference(s) between the vendee i.e. the Institute and the vendor arising out of non-supply or supplies not found according to the specifications or any other cause whatsoever relating to the supply or rate contract before or after the supply has been executed, shall be referred to the Director IITV., whose decision shall be final and binding on both the parties.

21. The place of arbitration will be Gandhinagar and the language to be used in English only.

22. Force Majeure:

i. If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restrictions, strikes, lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non - performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

ii. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

23. Insolvency etc.: In the event of the firm being adjudged or having a receiver appointed for it by a court or any other under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified this Directorate shall have the power to terminate the contract without any prior notice.

C. Eligibility Criteria:

The Partnership Firm / Company / Sole Proprietor / Limited Company (here after called agency) engaged in the business of providing vehicles apply with self attested copies of documents as per the following:

1. Complete details of agency indicating the owner name, staff, correspondence address, telephone number etc. of the bidder.

2. Legal status of the agency along with statutory details (PAN, GST No. and other related documents issued by the government authorities).



3. The agency must have atleast 03 (Three) years of experience in Lease / Hire / Rentals of Light Motor Vehicle (LMV). The proof in terms of Work Order / Agreement to be enclosed - Mandatory Requirement).

4. List of client(s) indicating the value of the contract & duration of the contract.

5. Photocopies of filled Income Tax Returns for the last three financial years

6. Bank solvency certificate of Rs. 5 lakh from the nationalised banks.

All documents as mentioned above have to be submitted along with the bid failing which the bid shall be rejected.

D. Scope of Work:

1. Operating lease for 01 Brand New Multi Utility Vehicle (MUV) for a period of 05 years.

2. Approximate kilometers in a month are 6,000/- and 20,000/- in a quarter.

3. Fleet Management of Car (i.e. maintenance / services and insurance of Car during the lease period)

4. The fuel for running of the Car and Driver shall be provided by the Institute.

5. Operating lease means the agency shall be paid a monthly lease rent by the Institute for the 05 (Five) calendar years towards the Car provided by them on 24 hours basis throughout the lease period of 05 (Five) years.

6. Fleet Management of Car means that the Car will be well maintained by the agency during the entire lease period of 05 (Five) years and it will be the responsibility of agency to arrange time to time service as well as repair of the Car in case of break - down including the towing of the Car.

E. Award of Contract:

1. The Institute will award the contract to the bidder whose quotation has been determined to be substantially responsive and lowest in terms of lease EMI. However, the Institute reserves the right to negotiate the price and / or the terms quoted by the bidder.

2. The bidder whose bid is accepted will be notified for the award of the contract by the Institute prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract.

3. Within 10 (Ten) days of the receipt of the notification of the award of the contract from the Institute, the successful bidder shall furnish performance guarantee for an amount of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of demand draft from nationalised bank to the Institute. Failure of which to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.



Annexure - I

1. Name of the Bidder:
2. Complete Address of the Bidder:
3. Cost of the Tender enclosed: Yes / No [Please ✓] if Yes,
 - a.) Name of the Bank _____
 - b.) Amount (Rs.) _____
 - c.) Demand Draft No. _____
 - d.) Last Validity date of the enclosed DD _____
4. Earnest Money Deposit enclosed: Yes / No [Please ✓] if Yes,
 - a.) Name of the Bank _____
 - b.) Amount (Rs.) _____
 - c.) Demand Draft No. _____
 - d.) Last Validity date of the enclosed DD _____
5. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update the Institute]
 - a.) Full Name:
 - b.) Complete Postal Address:
 - c.) Telephone No.:
 - d.) Fax No.:
 - e.) Mobile No.:
 - f.) E-mail:
 - g.) Website Address:



Annexure - II

To

The Registrar
Indian Institute of Information Technology Vadodara
Block No -9, Government Engineering College, Sector 28,
Gandhinagar 382028

Sir,

Having examined the details given in the tender document for the above work,
I / We hereby submit the documents and other relevant information with
Technical Bid.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "D" and accompanying statement are true and correct.
2. I / We have furnished all information and details necessary for the tender and have no further pertinent information to supply.
3. I / We submit the requisite certified solvency certificate and authorize the Director, or authorized officer of the Institute, to approach the bank issuing the solvency certificate to confirm the correctness thereof. I / We also authorize Director or authorized officer of the Institute, to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following assignments.

Sr. No.	Name of assignment (s)	Certified by/from

Enclosure

Seal of applicant

Date of submission:--



Signature(s) of Applicant(s)

FORM 'A'

FINANCIAL INFORMATION

- I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet /profit and loss account for the last three financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	2014-15	2015-16	2016-17
i) Gross Annual Turnover (In Lakh)			
ii) Profit / Loss			

Signature of Chartered Accountant with seal

Signature of Applicant(s)



FORM 'B'

DETAILS OF ASSIGNMENTS OF SIMILAR NATURE COMPLETED DURING THE
LAST THREE YEARS ENDING 31.08.2017

SIMILAR NATURE OF ASSIGNMENT COMPLETED		
Sr. No	Description	Project Detail
1	Name of assignment(s) and Location(s)	
2	Name & Address of Employer / Organization	
3	Cost of work in INR	
4	Date of commencement as per contract	
5	Stipulated date of completion	
6	Actual date of completion	
7	Litigation /arbitration pending /in progress with details*	
8	Name and address/ email and telephone number of officer to whom reference may be made.	
9	Remarks	

*Indicate gross amount claimed and amount awarded by the Arbitrator

*For each work separate sheet be prepared as per proforma given in FORM- B.

Signature of Applicant(s) with date & seal



FORM 'C'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B"

Furnish following information for each individual work from the employer for whom the work was executed

1. Name of the contract and location
2. Agreement / Order no.
 - a. Scope of Contract
 - b. Contract Cost (INR)
 - c. Contract commencing Date
 - d. Duration of the contract Period (Year-Months-Days)
 - e. Amount of compensation levied (INR) if any
 - f. Performance Report
 - i) Quality of Work – Excellent/Very Good/Good/Fair
 - (ii) Inventiveness – Excellent/Very Good/Good/Fair
 - g. Compliance of all statutory requirements- Yes/No

(Seal of the Organization)

(Signature of the Authority)



FORM ' D '

Name & Address of the applicant:	
Telephone No. /Fax No. / E-MAIL	
Legal status of the applicant (attach copies of original document defining the legal status) i. An individual. ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation.	
Particulars of registration with various Government bodies (attach attested photocopy Organization Registration No. /Place of Registration	
Names and Titles of Director & Officers with designation to be concerned with this work:	
Designation of individuals authorized to act for the organization	
Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.	
Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before	
Has the applicant, or any constituent partner in case of partnership firm, ever been debarred black listed for tendering in any organisation at any time? If so, give details	
Any other information considered necessary but not included above.	



Annexure - III

Participation of relatives of employees of the Institute in the tender

I / We

S/o

R/o

..... hereby certify that none of my /our relative is / are employed in the Institute as per details given in tender document. In case at any stage, if it is found that the information given by me / us is false / incorrect, the Institute shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Bidder's Signature
Official Seal & Stamp



Annexure - IV

Price Bid

**Operating Leasing of 01 Brand New Multi Utility Vehicle (MUV)
(Without Driver and Fuel)**

Sr. No.	Description	Amount payable per month in Rs.
1	Rental per Month for Leasing of Car (Lease EMI)	
2	GST(if applicable) on 1 above	
3	Fleet Management Charges (it includes Insurance of vehicle from day one, maintenance & services, Pick Up & Drop Service, Emergency Break Down and provision of standby car)	
4	GST (if applicable) on 3 above	
5	Total EMI payable (Lease Rental + Fleet Management Charges) excluding of Fuel and Driver (1+2+3+4)	

Note:

1. All statutory charges shall be paid as per the prevailing rates.
2. The Institute is liable to pay only the monthly rental of leased Car as indicated against SI No. 5 of the Price Bid.

Place:

Date:



Signature & Seal of the authorised signatory of the leasing agency

Annexure - V

NEFT / RTGS Mandate Form

Name of the Firm / Organization	
Permanent Account No (PAN)	
Particulars of Bank Account	
a) Name of the Bank	
b) Name of the Branch	
c) Branch Code	
d) NEFT / RTGS (IFSC Code)	
e) Type of Account	
f) Account No.	

Please attach cancelled cheque along with NEFT / RTGS mandate form

