

Indian Institute of Information Technology Vadodara

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

Tender No.IITV/TENDER-CAR-HIRING/2017-18/005

Date: 29 September 2017

NOTICE INVITING TENDER

Dear Bidder,

Indian Institute of Information Technology Vadodara Gandhinagar (IITV) invites sealed tender for **Hiring of Passenger Car on rate contract for a period of one year extendable by two more years on same terms & conditions** on the following terms & conditions:

1.Tender No.	IITV/TENDER-CAR-HIRING/2017-18/005
2.Type of Tender	Indigenous Open Tender (Two Bid System)
3.Description of Work / Services	Hiring of Passenger Car on rate contract
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; 15.00 Hrs
6. Pre-Bid Meeting	09 October 2017 at 11.30 Hrs at the Institute, Gandhinagar Campus.
7.Last date and time for seeking Clarification	13 October 2017; 17.00 Hrs by an email to the Registrar < registrar@iitvadodara.ac.in > or a ink signed copy at the Institute.
8.Technical Bid Opening Date & Time	24 October 2017; 16.30 Hrs
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.1,000/- (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 bid(s) 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 **TENDER FOR HIRING OF PASSENGER CAR ON RATE CONTRACT.**
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. Tender(s) 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 bidder(s) 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 offer(s) will be opened whose technical offer(s) is / 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 as 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 and upon submission of performance guarantee. The earnest money of unsuccessful bidder(s) 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 tender(s) is / 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. 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 Car(s) within the stipulated period, IIIT Vadodara reserves the right to hire same or equivalent Car(s) from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the hiring of Car(s) 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 Car(s) against this contract shall be hired to cater to the various requirement of the Institute, or his authorized representative who shall operate this contract.
2. The Institute shall have the right to withdraw job in part or full from the contractor without assigning any reason and at any stage of work. Payment to the contractor in such cases shall be restricted to the actual job done by him and the amount payable shall be decided by the authorized officer of the Institute which shall be final and binding on the contractor.
3. 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.
4. The quotation shall be valid for a period of 120 days from the date of opening of the financial bid(s).
5. 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.
6. 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 IIITV., whose decision shall be final and binding on both the parties.
7. The place of arbitration will be Gandhinagar and the language to be used in English only.
8. 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.
9. Insolvency : 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 Car(s) 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 subject tender.
4. List of client(s) indicating the value of the contract & duration of the contract.
5. Photocopies of filled Income Tax Returns (ITR) for the last three financial years
6. Bank solvency certificate of Rs. 5 lakh from the nationalised banks.

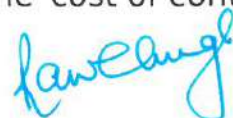
All documents as mentioned above have to be submitted along with the bid failing which the bid shall be rejected.

D. Period Of Contract

The Contract shall be effective from the date of issue of rate contract and shall remain valid for a period of initially 01 (one year) to be reckoned from the date on which the first Car(s) under the contract is deployed and accepted for the Institute duty. **The contract is extendable by two more years on same terms & conditions.**

E. Mobilization

1. Bidder shall mobilize the offered Car(s) within 15 days of issue of rate contract. The extension of the mobilization period may be considered, at the sole discretion of the Institute on merit of the case for a period of 5 days with applicable LD. Bid(s) with mobilization period, more than 15 days from the date of issue of rate contract will not be considered by the Institute.
2. The Institute shall have the right to cancel the rate contract or to terminate the contract and forfeit the EMD in case the delay is more than 14 days. No further correspondence in this regard shall be entertained by the Institute.
3. Bidder(s) shall mobilize the Car(s) in terms of the year of manufacturing on or after March 2015.
4. Any deficiencies / defects pointed out by inspection team in Car(s) but accepted by the inspection team in principle, must be rectified by the Contractor before presenting the Car(s) at the Institute where Car(s) will be re-inspected by the inspection team for the deficiencies / defects pointed out earlier.
5. During the entire period of contract, the Car(s) is / are subject to periodical inspection and subsequent acceptance shall be subject to the aforesaid fresh inspection by the Institute. Any defect of deficiency noticed during inspection should be rectified immediately at the cost of contractor.



6. The decision with regard to acceptance or rejection of Car(s) offered by the Contractor shall remain with the Institute and its decision shall be final and binding upon the Contractor.

7. Any lien or charge created on Car(s) by Contractor with any financial institutions for the purpose of financing the Car(s) or any other purchase shall in no way limit or alter the obligations, responsibilities and liabilities of the Contractor and the rights of the Institute, as per the terms of the Contract.

F. Substitute Car(s)

In case of Car(s) being off-road due to any breakdown or accident / periodical maintenance / repair etc. of the original deployed Car(s), the contractor will be allowed to provide a substitute acceptable of the same specification, during such repair / maintenance of the originally deployed Car(s) for a period of 5 days in a month against replacement only. In case of failure LD shall be imposed as per applicable LD clause.

G. Operational Norms and Conditions

1. Contractor must ensure beforehand that the Car(s) presented for the Institute duly fulfil all the requirements as per the specifications and have all requisite statutory documents in up to date condition.

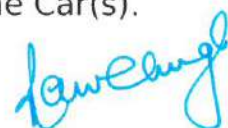
2. During the entire period of contract, all Car(s) will be inspected prior to deployment. Any deficiencies / defects pointed out in Car(s) during inspection must be rectified by the Contractor at his own cost. In case, such deficiencies / defects are not rectified or the rectification is not to the satisfaction of the Institute. Contractor has to provide alternate Car(s). All time and cost effect on account of this will be to the contractor's account and any delay in the deployment will be subject to the provision of LD / compensation clause.

3. Time is the essence of the Contract, The Car(s) is /are hired for attending various jobs of urgent and immediate nature which are of paramount importance for the Institute. If these jobs are not carried out / attended in time, this has a cascading effect on other works of the Institute thereby resulting in great loss to the Institute.

4. Fuelling of the Car(s) shall be carried out prior to reporting for duty and there must be adequate fuel for at least 300 km run per day. For the purpose of day to day operations, instructions shall be given by the Institute or its authorized representative.

5. The Institute, at its sole discretion will make deployment of all hired Car(s) and the Contractor shall be bound to accept such deployment. He will not demand for any change in deployment at any time during the Contract period. The Contractor will be informed about deployment of a Car(s) by the Institute according to the requirement and necessity of the Institute and it will be the sole responsibility of the Contractor to provide services of Car(s) exactly as per the instructions of the Institute. If any Car(s) is / are not placed in time at the desired place, Liquidated Damages (LD) shall be recovered from contractor's bill. The Institute's also reserves the right to refuse delayed placement and make the alternate arrangement at the cost of contractor.

6. No relaxation from imposition of LD shall be allowed on the plea that no time being available to arrange a replacement / repair the Car(s).



7. Sometimes, an authorized user of the Institute may record certain observations / comments about the Car(s) in the logbook of the particular Car(s), which should be promptly attended by the Contractor.

8. The Contractor shall have to make his own arrangements for the stay including night halt(s) etc., of his staff at his risk and cost at a convenient place near the site in consultation with the user during outstation duty.

9. The Car(s) after duty shall be parked by the Contractor at a convenient place at his risk and cost. The Institute does not undertake responsibility of providing any safe / secured parking space whatsoever which shall have to arrange by the Contractor himself at his own risk & cost.

However, the Contractor shall be liable to provide Car(s) to the Institute at the requisite time without any delay. The Kms covered / consumed between contractor's parking place and reporting place i.e. the Institute and vice versa and refuelling will not be included in operational period and shall not be paid for by the Institute to the Contractor.

10. The Contractor shall display a sign marked "**On the IIIT Vadodara Duty**" for making the Car(s) conspicuously distinguished even from a distance from other Car(s) on the road.

H. OPERATING STAFF:

1. The driver provided with the Car(s) must be physically / medically fit, professionally sound and legally competent in all respects holding valid driving license as prescribed under prevailing Motor Car(s) Act and any other applicable Act and rules on the subject.

2. The persons engaged /deputed by the Contractor for carrying out the Institute's work must behave properly with the Institute's staff / officers & Students and maintain punctuality and discipline. If any person engaged by the contractor is found to be undisciplined, misbehaving or under the influence of any intoxicant the Car(s) will not be accepted for duty of the Institute. This is without prejudice to the right of the Institute to terminate the Contract.

The operational time lost due to such eventualities shall be entirely to the account of the Contractor and shall attract liquidated damages.

3. The employees of the contractor although working for and at the discretion of the Institute shall remain the employees of the contractor and such working arrangement shall in no way create or be constructed to create an employer / employee relationship between such employees and the Institute.

4. The contractor shall ensure that his driver refrains from smoking or carrying any inflammable substance at the Institute premises while on duty with the Institute. The Contractor's employees shall ensure that they abide by all usual and special rules regarding the safety and security measures while in the Institute and abide by specific instructions if any by the Institute at the work site(s).

5. The contractor shall do all acts and deeds as and when required and necessary for rendering services against this contract whether expressly provided in this contract or not whether directly related or incidental thereto. No extra charges shall be payable to the contractor for attending to all connected jobs and liaison work.



6. The contractor shall render the services mentioned herein and other auxiliary and / or incidental services as may be ordinarily required for operation of such contract by way of practices, customs or usages and / or as prescribed by the law of the land.

7. The Contractor shall obtain prior permission for his drivers from the Institute and the contractor must ensure that the driver is having sufficient money while going on duty to meet any unforeseen expenditure in-route.

8. Requisite first aid kits, fire extinguisher / spare wheel / jacks / tool kits etc. should be made available with each Car(s) by the contractor in good functioning / useful condition at all the times.

I. SCHEDULE OF RATES:

The schedule of rates shall be complete, composite and firm for the entire contract period and extensions if any. The rates shall be inclusive of all expenses which means every expense necessary for the continuance of the hiring of the Car(s) throughout the Contract duration.

Such expenses shall include (but not restricted to), all taxes, duties, levies, fees connected with the hiring of Car(s) payable to Central / State Govt., Semi Govt., Local & Municipal Authorities, Regional Transport Authorities, Labour Authorities and also include the expenses relating to repairs of Car(s), maintenance, oil, lubricants, insurance, local services, Contractor's establishment, taxi driver, Labour (er) salaries, bonus etc. of the personnel employed for the operation / maintenance of the Car(s) and any other expenses whatsoever necessary.

It must be clearly understood that the Institute shall not be liable to make any other payments whatsoever except the agreed hired charges. However, increase / decrease of diesel prices will be governed by clause of Escalation / De-escalation.

J. 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 Category (a), (b), (c) and (d) of Hiring Car(s) with Driver on Regular basis (as mentioned in Part I of Financial bid). 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.



K. RATE AND MODE OF PAYMENT:

1. Toll taxes, parking charges and Inter-state statutory payments for permits for going on official duty to outstation, will be reimbursed on actual subject to production of original receipt.
2. The contractor shall make monthly bills on account of hire charges in the name of the Institute, and submit the same to the office of the concerned officer of the Institute. These bills will be duly supported by completed log book issued to him duly signed by authorized officers identifiable appropriately for record by the party. The bills after verification and checking will be sent for payment. Payment shall be made within 10 working days of receipt of bills through RTGS / NEFT. In case any payment is not made within 10 working days as aforesaid for any reason whatsoever, no interest or compensation of whatsoever nature will be payable to the Contractor for any such delay.
3. Any and all claims not specifically reflected and included in the final bill, in accordance with the provisions of clause no. 1 here of shall be deemed to have waived by the Contractor and the Institute shall have no liability in respect thereof and the Contractor shall not be entitled to raise or include in the final bill or subsequently at any time, any claim(s) other than those mentioned in the final bill.
4. No claim shall, on any account or ground, be made by the Contractor after the final bill, with the intent that the final bill prepared by the contractor shall reflect any and all claims, whatsoever, of the contractor against the Institute, arising out of or in connection with the contract or work performed by the contractor there under or in relation thereto and the contractor shall, notwithstanding any enabling provision in the contract or any law and notwithstanding any claim in quantum merit that the contractor could have in respect thereof, be deemed to have waived any and all such claims not included in the final bill and to have absolved and discharged the Institute from and against the same even if not including the same as aforesaid, the Contractor shall have acted under a mistake of law or fact.
5. In the event of any dispute involving payment, the Institute shall be at liberty to withhold the disputed payment of the Contractor, till the final decision over the dispute is reached. However, the Contractor will not be entitled to any interest on such withhold payment. While preferring a claim the Contractor shall certify that no payment / dues other than the instant claim is outstanding / pending with the Institute.
6. The contractor is required to ensure compliance of each and every requirements / obligation under the contract. In case of any lapse / non-compliance of any requirement / obligation, the Contractor should immediately take the corrective measure failing which, in addition to other provisions available under the Contract. the Institute may, as its sole discretion, withhold the pending / outstanding payment of the Contractor or a portion thereof, till corrective measures are taken / requirements are complied with or dispute is resolved. Contractor will not be entitled to any interest against such withheld payment.



L. ESCALATION / DE-ESCALATION:

No change in rates or any other claims on any account or ground what so ever, shall be permitted during the entire period of contract excepting for the increase / decrease of diesel / petrol price by the order of the Government (This clause shall be applicable on the average rate per month and if the variation is plus minus 5% or more and shall be compared with the rate of diesel / petrol of the bid opening date).

The formula for revised rate is:

$$I = (A - B) / R$$

Where I = Increase /decrease of rate in per km run
A = Revised rate of Diesel / Petrol per litre
B = Rate of Diesel / Petrol as on date of opening of Bid
R = Average run per liter

M. LIQUIDATED DAMAGES / COMPENSATION:

In the event of failure or delay of the contractor in placing a Car(s) at the disposal of the Institute due to any reason, whatsoever, the Institute shall have the option to exercise anyone or all of the following rights:

1. To recover from the contractor as ascertained and agreed LD, and not by way of penalty, a sum equivalent to 100 % of charges for each day's failure in providing the Car(s) for LOCAL duty and for all the days in case of OUTSTATION duty if such duty exceeds one day. In addition to that, the contractor shall not be entitled for any payment for that day(s) failed duty.
2. To recover from the Contractor as ascertained and agreed LD and not by way of penalty, a sum equivalent to 150 % of pro-rata rate for failure in providing the Car(s) for outstation duty of a single day. Contractor shall not be entitled for any payment for that day(s) failed duty.
3. To recover from the Contractor as ascertained and agreed LD, and not by way of penalty, a sum equivalent to 100 % of pro rata hourly rate of charges for each hour's failure in providing the Car(s). In addition to that, the contractor shall not be entitled for any payment for that hour(s) failed duty.
4. The Institute shall make alternate arrangement and any additional expenditure incurred for making alternate arrangements, shall be recovered from the Contractor's monthly bill or from the amount due or that may be become due to the contractor and / or from his performance guarantee available at the Institute.
5. In case any unauthorized passengers / materials found in Car(s), an amount of Rs. 500/- per passenger / material shall be recovered from the contractor's bill, and if any repetition is observed then an amount of Rs. 1000/- per passenger / material shall be recovered for each repetition for each case without prejudice to any right or remedy.
6. The decision of an authorized officer of the Institute with regard levy / LD / compensation as mentioned herein above shall be final and binding on the parties.



7. The contractor shall also be responsible to compensate the Institute in full, for any losses / damages caused by contractor's representative or by his Car(s). The decision of the Institute in this regard shall be final and binding in this regard.

8. In the event of any pending case / cases of dispute involving recovery from the contractor, the Institute may withhold payments to the Contractor as its discretion till the final decision on the disputed case / cases and no interest or any compensation of whatsoever nature shall be payable on the withhold amount.

N. DOCUMENTS AND STAUTORY RESPONSIBILITY:

1. The Car(s) should be fit in all respect for operations in accordance with Motor Vehicle Act and rules and the existing laws as applicable from time to time. The Car(s) must have valid documents i.e. valid Registration Book, Insurance Certificate, Fitness Certificate(s) (if applicable) permits and taxes, levies paid up to date, during the currency of the Contract. It will be the sole responsibility of the Contractor to make the payment of all statutory / Govt. dues liveable for the services to be provided by the Contractor to the Institute against this contract in time. The responsibility for any lapse in this regard shall be that of the Contractor exclusively and the Institute stands completely indemnified by the Contractor against such defaults.

2. The contractor will be solely responsible for any consequences and claim(s) under the laws arising out of any accident caused by the hired Car(s) to equipment / property / personnel of the Institute. He will also be responsible for any claim / compensation that arises due to damages / death / injuries sustained by any third party including life / permanent injuries etc. caused by his Car(s).

3. In order to avoid mishap / accident, Contractor shall ensure that only skilled driver with minimum 03 years experience in operation of Car(s) is / are deployed on Car(s) and they observed all rules / precautions in this regard. The Contractor should not deploy any driver without getting his particulars / credentials verified as per requirements mentioned in this agreement.

The same shall be verified and Okayed by In charge of the Institute or his authorized representative.

4. A log book will be issued by the Institute against each Car(s) having page nos. marked on each page wherein details of the performance of that Car(s) during the period of its utilization by the Institute and will be recorded date wise with kms and hours on the basis of which Contractor's claims will be verified and certified for payments. The log book will be handed over to the Contractor / his representative of the particular Car(s) at the time of allotment. The same book should be deposited back to the Institute, after its performance / utilization every day. During the time the log book is in his possession, the Contractor shall keep it in his proper custody and shall ensure that all such performance / utilization are recorded everyday properly and clearly at the relevant pages and columns of the log book indicating exact / correct hrs. utilized / km run, places visited, route followed, time consumed, report and releasing time and purpose, duly certified by the authorized user / allottee mentioning his / her full name and designation. In case, the log book is lost / misplaced by the contractor, a penalty of Rs. 500 would be levied.



O. STATUTORY OBLIGATIONS:

1. The contractor shall comply with provisions under all applicable laws / enactment including but not limited to Motor Vehicle Act, Contract Labour (P&A) Act, Workmen Compensation Act, the shop Establishment Act and any rules made there under and also indemnify the Institute against any liability that may be imposed on the Institute for violations and / or non-observance of any of the statutory laws / enactment / Act / Rules & Regulation.

2. While working under this Contract, any information, data or operation given or generated or performed under this contract shall be kept secret throughout the currency of the Contract and at all times thereafter, by the contractor, its employees. Any breach may lead to termination of this Contract by the Institute besides; entitling the Institute to take such remedial steps as may be necessary and required in this respect against the contractor, its employees, its sub-contractors, if any, and their employees.

3. The contractor agrees, at its own cost, to comply with the provisions of all laws including all labour laws, rules, regulations and notifications issued there under, whether Central or State or local, applicable to him and to the contract labourers employed by him or to this contract.



PARTICULARS TO BE FILLED BY THE BIDDER

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:



LETTER OF TRANSMITTAL

From: _____

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)

F O R M ' 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 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 1		
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'**STRUCTURE & ORGANISATION**

1	Name & Address of the applicant:	
2	Telephone No./Fax No./E-MAIL	
3	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.	
4	Particulars of registration with various Government bodies (attach attested photocopy Organization Registration No. /Place of Registration)	
5	Names and Titles of Director & Officers with designation to be concerned with this work:	
6	Designation of individuals authorized to act for the organization	
7	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.	
8	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before	
9	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	
10	Any other information considered necessary but not included above.	



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 (s) 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

A handwritten signature in blue ink, appearing to read 'Lawrence', is written over the 'Official Seal & Stamp' area.

Financial Bid:**(I) Hiring of Car(s) with Driver on Regular basis:**

(a)	SUV Car (08 Seater) for 2500 Kms per month (8.00 am to 8.00 pm)	
(b)	Passenger Car (Sedan) (05 Seater) for 2500 Kms per month (8.00 am to 8.00 pm)	
(c)	Emergency Car (Sedan) for Night - 1000 Kms per month (8.00 pm to 8.00 am)	
(d)	Emergency Car (Ecco type) for Night - 1000 Kms per month (8.00 pm to 8.00 am)	

Note:

1. Award of Contract in respect of (a), (b), (C) and (D) can be given to one or more agency based on L1.
2. Rate for extra km beyond stipulated kms would be calculated on pro-rata basis.
3. The reporting place / location would be intimated to driver for each category separately for the month.
4. The contractor has to make sure that the driver(s) is / are given weekly off under his own arrangement without disturbing the schedule of the Institute.
5. The Salary slip(s) along with challan (s) of statutory contributions i.e. PF, ESIC and Bonus etc. of driver(s) should be provided when asked for to ensure they are being paid as per the Govt. Norms.
6. The services of Car(s) could be discontinued partially or fully on 15 days notice at the discretion of the Institute.



(II) Rates for following may also be quoted:

Hiring of Car(s) with Driver on Demand / On Call basis:

Executive AC Car (Innova / Honda City)	
40 km - Up to 4 Hrs	
80 km - Up to 8 Hrs	
120 km - Up to 12 Hrs	
Passenger AC Car (Sedan)	
40 km - Up to 4 Hrs	
80 km - Up to 8 Hrs	
120 km - Up to 12 Hrs	
Ecco / Omni Van Type Car	
40 km - Up to 4 Hrs	
80 km - Up to 8 Hrs	
120 km - Up to 12 Hrs	

Hiring of Car(s) with Driver for Pick & Drop on Demand :

Executive AC Car (Innova / Honda City)	
Gandhinagar to Ahmedabad Airport (Vice Versa)	
Gandhinagar to Ahmedabad Railway Station (Vice Versa)	
Passenger AC Car (Sedan)	
Gandhinagar to Ahmedabad Airport (Vice Versa)	
Gandhinagar to Ahmedabad Railway Station (Vice Versa)	
Eco / Omni Van Type Car	
Gandhinagar to Ahmedabad Airport (Vice Versa)	
Gandhinagar to Ahmedabad Railway Station (Vice Versa)	

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

Lawrence