

Indian Institute of Information Technology (IIIT) Vadodara

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

Tender No. IIITV/PURCHASE/LEASE CAR/2018-19/02

Date: 26 April 2018

NOTICE INVITING TENDER

Dear Bidder,

The Institute invites sealed tender for **Hiring of Brand New 01 (One) Vehicle (Honda City ZX MT (Diesel) / Hyundai Elantra 1.6 SX (Diesel) / Toyota Innova Crysta 2.4 VX MT (Diesel) / Nissan Terrano XV D Pre AMT (Diesel) on operating lease for a period of 05 (Five) years.**

1.Tender No.	IIITV/PURCHASE/LEASE CAR/2018-19/02
2.Type of Tender	Indigenous Open Tender (Two Bid System)
3.Description of Work / Services	Hiring of Brand New 01 (One) Vehicle (Honda City ZX MT (Diesel) / Hyundai Elantra 1.6 SX (Diesel) / Toyota Innova Crysta 2.4 VX MT (Diesel) / Nissan Terrano XV D Pre AMT (Diesel) on operating lease for a period of 05 (Five) years
4.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.
5.Earnest Money Deposit (EMD)	Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft in favour of Indian Institute of Information Technology Vadodara Payable at Gandhinagar, Gujarat.
6.Performance Guarantee / Security Deposit	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. OR Bank Guarantee for a period of 66 months

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7. Pre - Bid Meeting	07 May 2018 at 15.30 hrs at the Institute, Gandhinagar Campus.
8. Last Date & Time for Seeking Clarification	10 May 2018 up to 17.00 hrs by an email to the Registrar on registrar@iiitvadodara.ac.in OR an ink signedcopy at the Institute.
9.Closing Date & Time of Bid Submission (Technical & Financial Bid)	21 May 2018 up to 15.00 hrs
10.Technical Bid Opening Date & Time	21 May 2018 at 16.00 hrs
11.Financial Bid Opening Date & Time	Bidder(s) would be informed by email / phone
12. Bid Validity	120 days from the date of opening
13.Correspondence Address	Registrar, Indian Institute of Information Technology Vadodara, C/o 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's 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.

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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 Brand New 01 (One) Vehicle On Lease Basis** ".
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 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 responsive 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** 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 submission of performance guarantee / security deposit. 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.

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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 three months notice in writing to the Institute.

19. If successful tenderer fails to supply vehicle within the stipulated period, the Institute 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 is to be purchased after the order is placed.
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.
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 only provide fuel 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 30 days from the date of issue of the order or intimation failing which the EMD 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 the jurisdiction.

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15. The monthly payment will be made within 10 (Ten) working days on receipt of clear invoice.

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

17. 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 of the Institute, whose decision shall be final and binding on both the parties.

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

19. 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.

22. 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.

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C. Eligibility Criteria:

The Partnership Firm / Company / Sole Proprietor / Limited Company (here after called the agency) engaged in the business of providing vehicles apply with self attested copies of related documents issued by the government authorities such as PAN Card, GST Certificate etc.

1. The agency have atleast 02 (Two) years of experience in Lease / Hire / Rentals of the subject tender. (Related documents must be enclosed with the technical bid)
2. Copies of filled Income Tax Returns (ITRs) for the financial years 2014 - 2015, 2015 -2016 and 2016 - 17.
3. Bank solvency certificate of Rs. 5 Lakh (Those working with IIIT Vadodara, IIT Gandhinagar, NIPER - Ahmedabad, DA-IICT Gandhinagar, NIFT Gandhinagar, NID Ahmedabad for similar business (Transportation) for last 02 years are exempted subject to submission of valid supporting document (viz. Work Order / Rate Contract, Agreement, LOI etc.) with technical bid.

D. Scope of Work:

1. Operating lease for 01 (One) Brand New Vehicle for a period of 05 (Five) 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) calender 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 monthly payable amount. 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 15 (Fifteen) days of the receipt of the notification of the award of the contract from the Institute, the successful bidder shall furnish performance guarantee / security deposit for an amount of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of demand draft OR Bank Guarantee for a period 66 months 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.

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F. Cancellation of Contract:

The contract can be cancelled by either side by giving atleast six months written notice.

G. No Relation Certificate with the Institute's Employees

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

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Financial Bid

Operating Leasing of 01 (One) Brand New Vehicle (Honda City ZX MT (Diesel) / Hyundai Elantra 1.6 SX (Diesel) / Toyota Innova Crysta 2.4 VX MT (Diesel) / Nissan Terrano XV D Pre AMT (Diesel))

Sr. No.	Description	Amount payable per month in Rs.			
		Honda City ZX MT (Diesel)	Hyundai Elantra 1.6 SX (Diesel)	Toyota Innova Crysta 2.4 VX MT (Diesel)	Nissan Terrano XV D Pre AMT (Diesel)
1	Rental per Month for Leasing of Car (Without Driver and Fuel)				
2	GST(if applicable) on 1 above				
3	Fleet Management Charges (It includes the insurance of the vehicle from the day one, maintenance & services, pick up & drop service, emergency break down and provision of stand by car)				
4	GST (if applicable) on 3 above				
5	Total monthly payable in Rs. (1+2+3+4)				

Note:

1. Lowest bid (L1) is considered on overall basis.
2. All statutory taxes / charges shall be paid as per the prevailing rates.
3. The Institute is liable to pay only the monthly rental of leased Car as indicated against the sr. no. 5 of the financial bid.
4. If, option is exercised to provide the driver by the agency than he would be paid the minimum wages & overtime rates as per the Govt. of India by the Institute.

Place:

Signature, Seal and Date of the authorised signatory of the leasing agency

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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

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