



# Indian Institute of Information Technology Vadodara

Block No. 09, C/o Government Engineering College Campus,  
Sector 28, Gandhinagar - 382 028, Gujarat.  
Contact No.: 079 - 23977 508 | Website: [www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in)

No. IIITV/PUR/PASS-VEHICLES/2019-20/03

Date: 21 November 2019

## NOTICE INVITING TENDER FOR HIRING OF PASSENGER VEHICLES

Dear Bidder,

The Institute invites sealed tender for 'Hiring of Passenger Vehicles' on monthly basis for a period of one year, which can be extended for one more year on the basis of satisfactory performance at same terms and conditions.

1	Type of Tender	Indigenous Open Tender (Two Bid System)
2	Earnest Money Deposit (EMD)	<b>Rs. 50,000.00 (Rupees Fifty Thousand Only)</b> in the form of Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara</b> payable at <b>Gandhinagar, Gujarat</b>
3	Security Deposit	The selected party/ies has / have to submit security deposit of <b>Rs. 50,000.00 (Rupees Fifty Thousand Only)</b> Per <b>Vehicle</b> in the form of Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara</b> payable at <b>Gandhinagar, Gujarat</b>
4	Pre - Bid Meeting	04 December 2019 at 1500 hrs. at the Institute's Sector 28, Gandhinagar Campus
5	Last Date & Time for Seeking Clarification	10 December 2019 up to 1700 hrs. by an email on <a href="mailto:registrar@iiitvadodara.ac.in">registrar@iiitvadodara.ac.in</a> <b>OR</b> an ink signed copy at the Institute
6	Closing Date & Time of Bid Submission (Technical and Financial Bid)	17 December 2019 up to 1500 hrs.
7	Technical Bid Opening Date & Time	17 December 2019 at 1530 hrs.
8	Financial Bid Opening Date & Time	Bidder would be informed by email / phone

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9	Bid Validity	120 days from the due date of submission of bid
10	Correspondence Address	<b>Registrar,</b> Indian Institute of Information Technology Vadodara Block No. 09, C/o Government Engineering College Campus, Sector 28, Gandhinagar - 382 028, Gujarat

**Table - 1**

**A. GENERAL TERMS AND CONDITIONS :-**

1. The tender document to be downloaded from the Institute's website ([www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in)). Corrigendum / Amendment / Correction, if any to this tender enquiry will be published only on the Institute's website.
2. The tender should be submitted in two parts namely Technical Bid and Financial Bid and each should be kept in a separate sealed cover. Demand draft for EMD be kept along with Technical bid (**BID WILL NOT BE CONSIDERED WITHOUT EMD**). All the covers should be kept in another sealed cover address to the Registrar, Indian Institute of Information Technology Vadodara. The inner covers should be superscribed with subject of Tender whether the cover containing 'Technical Bid' or 'Financial Bid'. The outer cover envelope containing should bear the full address and contact details of tenderer. The outer cover should be superscribed with '**TENDER FOR HIRING OF PASSENGER VEHICLES**'.
3. The tender completed in all respect must be dropped in the office of the Registrar, Indian Institute of Information Technology Vadodara, Block 09, C/o Government Engineering College Campus, Sector 28, Gandhinagar - 382028, Gujarat by due date and time as indicated in Table - 1. The tender received after the scheduled date and time will be rejected. The Institute will not be responsible for any postal delay. **FAX AND EMAIL QUOTATION WILL NOT BE ACCEPTED.**
4. The EMD of unsuccessful bidder will be returned without any interest within 30 days after awarding the offer.
5. The EMD of successful bidder will be returned without any interest after submission of security deposit.
6. The security deposit will be submitted within 15 days from the date of notification of award of contract.
7. The tenderer shall not be permitted to withdraw his offer OR modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid earnest money will be forfeited. **CONDITIONAL TENDER IS LIABLE FOR REJECTION.**
8. The Institute will award the work on the basis of lowest rates (L1).

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9. The tenderer should sign and affix tenderer's stamp at each page of the tender document as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER document.**

10. The financial bid should be submitted in the form given in **Annexure - I** in a separate sealed cover kept inside the main cover. The financial bids of those tenderers who are found technically responsive, will be opened on a specified date and time to be intimated to the respective tenderers.

11. The rates to be quoted shall be inclusive of all costs on account of salary of driver, fuel, oil, spares, comprehensive insurance, repairs and maintenance, washing, and applicable Govt. duties etc., **GST WILL BE PAID AS PER PREVAILING RATE ON QUOTED RATE.**

12. Nothing extra beyond accepted rate will be paid by the Institute. However, increase / decrease of fuel price will be governed by the clause of **ESCALATION / DE - ESCALATION.**

This clause shall be applicable on the average rate per month and if the variation is plus OR minus 5% or more and it shall be compared with the rate of fuel 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 fuel per litre
	B	:	Rate of fuel as on date of opening of bid
	R	:	Average run per liter

13. The tenderer is at liberty either himself or authorise, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter authority from the tenderer and proof of identification and will mark his attendance before opening of the tender.

14. The evaluation of the tender document will be made on the basis of technical information furnished. The financial bids of only those tenderers will be opened who will qualify the evaluation criterias.

15. The Institute reserves all rights to reject tender not fulfilling the criterias mentioned in the tender document, without communicating any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Director of the Institute shall be final and binding.



16. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderer's bid.
17. In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of vehicles from the open market in the event of tenderer failing to provide requisitioned vehicles or not providing vehicles in time, the Institute shall make deductions at double the rate of supply rate on prorata basis from the bills preferred by the tenderer or may be demanded from the tenderer and to be paid within seven days to the Institute.
18. In case of breach of any of terms and conditions mentioned above, the Institute will have the right to cancel the order without any reasons thereof and nothing will be payable by the Institute in that case.
19. The tenderer shall not assign or sublet the work or any part of it to any other person or party without the written permission of the Institute. **THE TENDER IS NON TRANSFERABLE.**
20. The tenderer shall be paid on monthly basis. No payment shall be made in advance and the Institute shall not recommend for any loan from bank or financial institution on the basis of the order of award of work.
21. The tenderer shall submit the monthly bills in the first week of month in respect of previous month. **All payment shall be made by NEFT / RTGS.**
22. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.
23. The place of arbitration will be Gandhinagar, Gujarat and will be governed by provisions and amendments of the Indian Arbitration & Reconciliation Act.
24. The contract can be terminated by giving at least **02 month written notice EITHER SIDE.**
25. The Institute shall deduct Income Tax at source as per the Income Tax Act, 1961, as amended from time to time.
26. The Institute shall deduct GST TDS as per the CGST & SGST Act 2017, as amended from time to time.



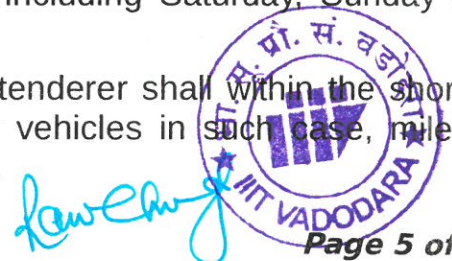


## **B. PRE - QUALIFICATION CRITERIAS:-**

1. The tenderer should have at least 02 years of experience in providing passenger vehicles. (The documentary evidence of the same to be submitted).
2. The tenderer should have average annual turnover of Rs. 5,00,000.00 (Rupees Five Lakh Only) for last three financial years ending on 31.03.2019. (The tenderer to submit Balance Sheet & Profit & Loss account statements duly certified by CA).
3. The tenderer should provide a bank solvency certificate of Rs. 2,50,000.00 (Rupees Two Lakh and Fifty Thousand Only).
4. The tenderer should have valid registration number of GST, and PAN. (The documentary evidence of the same to be submitted).
5. The tenderer must have an office in Gandhinagar / Ahmedabad area. (The documentary evidence of the same to be submitted).

## **C. SPECIAL TERMS AND CONDITIONS:-**

1. The vehicles can be used for outstation journey **(in most cases to Vadodara)** as per the Institute's requirement.
2. **In case of outstation journey, the Institute will provide Rs. 250.00 (Rupees Two Hundred and Fifty Only) Per Day as driver allowance and Rs. 300.00 (Rupees Three Hundred Only) as night allowance for overnight stay outstation.**
3. The tenderer must provide the vehicles registration number along with photocopies of their RC / fitness certificate, insurance certificate, pollution certificate, and permit for the vehicles after the conclusion of tender for the vehicles provided.
4. The driver should be in proper uniform, carry mobile phone, valid driving license and other required document / equipments specified by concerned Govt. departments.
5. The dead mileage from garage will not be counted for daily mileage. It will be calculated from the Institute for day vehicle and for night vehicle from the Institute's hostel as mentioned in the financial bid.
6. The vehicle to be provided by the tenderer should be in perfectly sound working condition not older than 05 years. The tenderer shall display a sign mark **'ON IIIT VADODARA DUTY'** on the vehicles.
7. The rates once finalised will be fixed for the total contract period including extensions (if any).
8. The contract can be extended for one more year on the same finalised terms and conditions at the discretion of the Institute.
9. The successful tenderer(s) to ensure statutory compliance laid down by RTA / ESIC / PF or other related bodies.
10. The tenderer will be responsible for any Challan / Penalty Imposed for violation of any Traffic Rule or under the any Govt. or Private Bodies and any type of damage caused due to any reasons (fires, accident, riots, strikes, lockouts, etc.).
11. The vehicles shall be made available on all days including Saturday, Sunday and holidays as and when required, even on short notice.
12. In case of any breakdown of vehicles on duty, the tenderer shall within the shortest possible time make arrangement for providing another vehicles in such case, mileage from garage to the point of breakdown would not be paid.



**D. TECHNICAL INFORMATION AND UNDERTAKING:-**

1. Name of the Tenderer .....  
(i.e. Sole Proprietor OR Partnership Firm OR Company) (Attach documentary evidence)
2. Address (with Telephone, Email & Mob. No.):.....  
.....  
.....  
.....
3. PAN & GST No. of tenderer .....  
(Attach documentary evidence)
4. Whether each page of tender document duly signed and stamped (YES / NO)
5. Proof of average annual turnover for last three financial years ending on 31.03.2019  
(YES / NO)
6. Proof of providing the vehicles (YES / NO)
7. List of Organizations with address and telephones number to whom the vehicle services  
have been provided during the three years and also work completion certificates issued by  
concerned Organizations.
8. Any other information important in the opinion of the tenderer.

Date: .....

(Signature & Stamp of Tenderer)

Place: .....

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#### **E. UNDERTAKING:-**

1. I / We undertake that I / We have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Institute and shall abide by them.
2. I / We also undertake that I / We have understood "Parameters and Technical Specifications for conducting the Work" mentioned in tender document and shall conduct the work strictly as per the parameters.
3. I / We further undertake that the information given in this tender document is true and correct to the best of my / our knowledge and belief in all respects and I / We hold the responsibility for the same.
4. I / We undertaking to the effect that the tenderer neither has any court case / police complaint nor black listed by any Govt./ Aided Institute / Autonomous Institution.
5. I / We undertaking to the effect that the tenderer has not any criminal case registered.

Date: .....

(Signature & Stamp of Tenderer)

Place: .....

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## 1. FINANCIAL BID:-

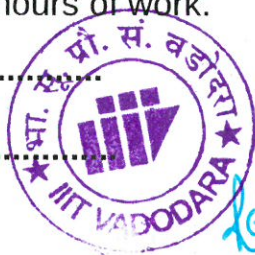
Sr. No.	Type of Vehicle	Hiring Charges in Rs. (Per Month) Exclusive of GST	Extra Km Charges in Rs. (Per Km) Exclusive of GST	Extra Hour Charges (Per Hour) in Rs. Exclusive of GST
(i)	SUV Vehicle for 3200 KMs Per Month Timing of Vehicle : 12 hours of Day Requirement of Vehicle : 10 Month			
(ii)	SUV Vehicle for 2000 KMs Per Month Timing of Vehicle : 12 hours of Day Requirement of Vehicle : 10 Month			
(iii)	Sedan Vehicle for 3200 KMs Per Month Timing of Vehicle : 12 hours of Day Requirement of Vehicle : 10 Month			
(iv)	Sedan Vehicle for 2000 KMs Per Month Timing of Vehicle : 12 hours of Day Requirement of Vehicle : 10 Month			
(v)	Sedan Vehicle for 2500 KMs Per Month Timing of Vehicle : 12 hours of Day Requirement of Vehicle : 12 Month			
(vi)	Sedan Vehicle for 2000 KMs Per Month Timing of Vehicle : 12 hours of Day Requirement of Vehicle : 12 Month			
(vii)	Sedan Vehicle for 1000 KMs Per Month - Night Timing of Vehicle : 8.00 PM to 8.00 AM Requirement of Vehicle : 12 Month			

**Note:**

1. Award of contract in respect of (i), (ii), (iii), (iv) and (v) can be given to one or more tenderer based on the lowest rates.
2. GST will be paid as per prevailing rate on quoted rate.
3. The dead mileage in case of day vehicles will be counted from the Institute's Sector 28, Gandhinagar Campus.
4. The dead mileage in case of night vehicle will be counted from the Institute's hostel at Sabar Institute of Technology for Girls, Tajpur, N.H. 8, Ahmedabad-Himmanthnagar Highway, Ahmedabad, Gujarat 383 205.
5. The Institute can call the vehicles early and kept late as per the requirements. In that case, the tenderer will be paid for the extra hours beyond stipulated time.
6. The vehicle mentioned at Sr. Nos. (i) to (vi) will be used for 12 hours between 6.00 AM to 10.00 PM and typically between 8.00 AM to 8.00 PM. Overtime charges would be applicable after 12 hours of work.

Date : .....

Place: .....



(Signature &amp; Stamp of Tenderer)



## 2. EMPANELMENT RATES:-

Sr. No.	Type of Vehicles & Time Duration	Hiring Charges in Rs. Exclusive of GST	Extra Km Charges in Rs. (Per KM) Exclusive of GST	Extra Hour Charges (Per Hour) in Rs. Exclusive of GST
i	Executive / SUV Vehicle for 04 Hrs - 40 KM			
ii	Executive / SUV Vehicle for 08 Hrs - 80 KM			
iii	Executive / SUV Vehicle for 12 Hrs - 120 KM			
iv	Sedan Vehicle for 04 Hrs - 40 KM			
v	Sedan Vehicle for 08 Hrs - 80 KM			
vi	Sedan Vehicle for 12 Hrs - 120 KM			
vii	Executive / SUV Vehicle for Ahmedabad Airport to Gandhinagar			
viii	Executive / SUV Vehicle for Gandhinagar to Ahmedabad Airport			
ix	Executive / SUV Vehicle for Ahmedabad Railway Station to Gandhinagar			
x	Executive / SUV Vehicle for Gandhinagar to Ahmedabad Railway Station			
xi	Sedan Vehicle for Ahmedabad Airport to Gandhinagar			
xii	Sedan Vehicle for Gandhinagar to Ahmedabad Airport			
xiii	Sedan Vehicle for Ahmedabad Railway Station to Gandhinagar			
xiv	Sedan Vehicle for Gandhinagar to Ahmedabad Railway Station			

### Note:

1. GST will be paid as per the prevailing rate on the quoted rates.
2. The Institute will empanel one or more tenderers based on lowest rates at its discretion.
3. If, tenderer quote and do not provide the vehicles as and when requirement is there, the Institute will charge / recover the difference amount of cost incurred in hiring of vehicles from alternate sources from the tenderer's due amount.
4. The tenderer may quote for empanelment only. However, in that case, the Institute will charge administrative processing fee of Rs. 500.00 (Rupees Five Hundred Only). This is to be deducted from the tenderer's first invoice.

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**NEFT / RTGS Mandate Form (Attach Cancelled Cheque Copy)**

Name of the Tenderer / Organization	
Permanent Account No (PAN)	
Name of the Bank	
Name of the Branch	
Branch Code	
NEFT / RTGS (IFSC Code)	
Type of Account	
Account No.	