



# Indian Institute of Information Technology Vadodara

Block No. 09, C/o Government Engineering College, Sector 28,  
Gandhinagar, Gujarat.

Contact No.: 079 23977 508 | Website: [www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in)

Tender No. IIITV/PUR/SUPPLY-BUSES/2019-20/01

Date: 25 April 2019

## NOTICE INVITING TENDER FOR SUPPLY OF BUSES

Dear Bidder,

The Institute invites sealed Tender from Bus operators for Supply of Buses 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/- (Rupees Fifty Thousand Only)</b> in the form of Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.</b>
3	Performance Guarantee / Security Deposit	The selected party has to submit performance guarantee of <b>Rs. 5,00,000/- (Rupees Five Lakh Only)</b> in the form of :  i. Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.</b>  <b>OR</b>  ii. Bank Guarantee valid for 18 month period from the date of award of contract <b>(Proforma of Bank Guarantee is in Annexure - II)</b>
4	Pre - Bid Meeting	03 May 2019 at 1500 Hrs at the Institute's Gandhinagar Campus.
5	Last Date & Time for Seeking Clarification	10 May 2019 up to 1700 Hrs by an email on <b>&lt;registrar@iiitvadodara.ac.in&gt;</b> <b>OR</b> an ink signed copy at the Institute.
6	Closing Date & Time of Bid Submission (Technical and Financial Bid)	24 May 2019 up to 1500 Hrs.

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7	Technical Bid Opening Date & Time	24 May 2019 at 1530 Hrs.
8	Financial Bid Opening Date & Time	Bidder would be informed by email / phone
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, Sector 28, Gandhinagar, Gujarat - 382 028

**Table - 1**

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

1. The tender documents to be downloaded from the Institute's website ([www.iiitvadodara.ac.in](http://www.iiitvadodara.ac.in)). Corrigendums / Amendments / Corrections, 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 super scribed 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 super scribed with '**TENDER FOR SUPPLY OF BUSES**'.
3. The tender completed in all respect must be dropped in the office of Registrar, Indian Institute of Information Technology Vadodara, Block 09, C/o Government Engineering College, 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.
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 Performance Guarantee / Security Deposit.
6. The Performance Guarantee / 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).

9. The tenderer should sign and affix firm's stamp at each page of the tender documents 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 DOCUMENTS.**

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 tenderer.

11. The rate to be quoted for Buses (**PER STUDENT PER MONTH**) shall be inclusive of applicable Govt. duties. **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 Diesel 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 Diesel 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 per Litre

B = Rate of Diesel 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 documents will be made on the basis of technical information furnished. The financial bid of only those firms will be opened who will qualify the evaluation criteria.

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15. The Institute reserves all rights to reject tender not fulfilling the criteria mentioned in the tender documents, 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 contractor's quotation.

17. In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to Supply of Buses from the market in the event of Contractor failing to provide requisitioned Buses or not providing Buses in time, the Institute shall make deductions at double the rate of supply rate on prorata basis from the bills preferred by the Contractor or may be demanded from him 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 reason thereof) and nothing will be payable by the Institute in that case.

19. The firm shall not assign or sublet the work or any part of it to any other person or party without the written permission of the Director of the Institute. **THE TENDER IS NON TRANSFERABLE.**

20. The contractor shall be paid on monthly basis. No payment shall be made in advance and loan from bank or financial institution shall not be recommended on the basis of the order of award of work.

21. The contractor shall submit the monthly bills in the 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 of the Indian Arbitration & Reconciliation Act.

24. The contract can be terminated by giving at least **02 month written notice EITHER SIDE.**

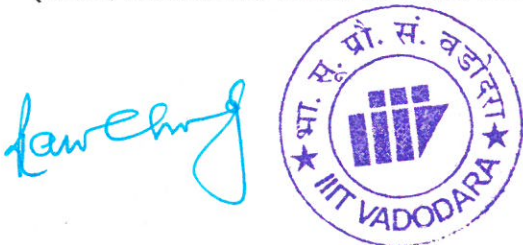


## **B. PRE QUALIFICATION CRITERIA:-**

1. The tenderer should have at least 02 year experience of running Vehicles i.e Commercial / Passenger / Buses. The documentary evidence of the same to be submitted.
2. The tenderer should have average annual turnover during the 03 year, ending 31<sup>st</sup> March of the previous financial years, should be at least Rs. 50/- Lakh. Tenderer to submit Balance Sheet and Profit & Loss account statement of last 03 financial years duly certified by CA.
3. Bank Solvency Certificate of Rs. 5/- Lakh from the nationalised Bank to be submitted.
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. One Supervisor to act as Transport In charge would be provided by the tenderer in consultation with the Institute. The cost of the same to be incorporated in the quoted rate. Nothing additional would be paid by the Institute on this account.
2. Driver should be in proper Uniform, carry mobile phone, valid Driving License and other required documents / equipments specified by concerned Govt. departments.
3. Buses to be provided by the Contractor should be in perfectly sound working condition not older than 10 year. The contractor shall display a sign mark '**ON IIIT VADODARA DUTY**' on Buses.
4. The rates once finalised will be fixed for the total contract period including extensions (if any).
5. Rate contract can be extended for one more year on the same finalised terms and conditions at the discretion of the Institute.
6. The successful contractor to ensure statutory compliance of Direction / Norms / Conditions laid down by RTA / ESIC / PF or Related Body.
7. The contractor will be responsible for any Challan / Penalty Imposed for violation of any Traffic Rule or under the any Govt. or Private Body.
8. The contractor will responsible for any type of Damage caused due to any reason (fires, accident, riots, strikes, lockouts, etc.)



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

1. Name of the Tenderer .....  
(i.e. Sole proprietor or partnership firm or a Company) (Attach Documentary Evidence)
2. Address (with Tel, Email & Mob. No.):.....  
.....  
.....  
.....
3. PAN & GST No. of Tenderer .....  
(Attested copy should be attached)
4. Whether each page of Tender documents have been signed and stamped.  
(YES / No)
5. Proof of average annual turnover for last 03 financial year. (YES / NO)
6. Proof of running passenger Vehicles / Buses (YES / NO).
7. List of Organizations with address and Telephones number to whom Bus services have been provided during the 03 year and also work completion certificate issued by concerned Dept. / Organization.
8. Any other information important in the opinion of the tenderer.

**Dated:** .....

**(Signature & Stamp of Tenderer)**

**Place:** .....



**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 documents and shall conduct the work strictly as per the parameters.
3. I / We further undertake that the information given in this tender documents 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 firm 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 firm has not any criminal case registered.

**Dated:** .....

**(Signature & Stamp of Tenderer)**

**Place:** .....



**1. FINANCIAL BID:-**

<b>Sr. No</b>	<b>Route</b>	<b>Per Student Per Month Rate in Rs.</b>
1	<p>Institute's Hostel at Sabar Institute of Technology for Girls, Tajpur</p> <p><b>TO</b></p> <p>Institute's Campus at Government Engineering College, Sector 28, Gandhinagar</p> <p><b>TO</b></p> <p>Institute's Hostel at Sabar Institute of Technology for Girls, Tajpur</p> <p>* Buses run 05 days a week * One Way Distance 30 Kms. (Approx.) * Students Strength 200 - 250 Nos. (Approx.) * Requirement of Buses 08 Month * Buses should have capacity of 50 / 56 Seat</p>	

**Note: 1. GST will be paid as per prevailing rate on quoted rate.**

**2. The Institute will award the contract to the Lowest (L1) bidder.**



## 2. EMPANELMENT RATES:-

Sr. No	Route	Rate in Rs.
1	<b>Per Bus Rate</b> FROM: Institute's Hostel at Sabar Institute of Technology for Girls, Tajpur TO: Kudasan (Reliance Crossing), Gandhinagar	
2	<b>Per Bus Rate</b> FROM: Kudasan (Reliance Crossing), Gandhinagar TO: Institute's Hostel at Sabar Institute of Technology for Girls, Tajpur	
3	<b>Per KM Bus Rate for Ahmedabad</b> FROM: Institute's Hostel at Sabar Institute of Technology for Girls, Tajpur	
4	<b>Per KM Bus Rate for Ahmedabad</b> FROM: Institute's Campus at Government Engineering College, Sector 28, Gandhinagar	
5	<b>Per KM Bus Rate</b> 04 Hrs - 40 Kms 08 Hrs - 80 Kms 12 Hrs - 120 Kms	

**Note: 1. GST will be paid as per prevailing rate on quoted rate.**

**2. The Institute will empanel one or more agency based on the lowest rates at its discretion.**

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**PROFORMA OF BANK GUARANTEE**

(TO BE TYPED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF INDIAN RUPEES OF ONE HUNDRED)

TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR.

BANK GUARANTEE ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,  
The Registrar  
Indian Institute of Information Technology Vadodara  
Block 09, C/o Government Engineering College,  
Sector - 28, Gandhinagar - 382 028

**LETTER OF GUARANTEE**

WHEREAS Indian Institute of Information Technology Vadodara, Gandhinagar Campus have invited Tender vide Tender No.....

.....Dated.....

for ' Supply of Buses' AND WHEREAS the said tender documents requires the service provider / firm whose tender is accepted in response thereto shall establish an irrevocable performance guarantee in favor of ' **Indian Institute of Information Technology Vadodara** ' in the form of Bank Guarantee for Rs.....

NOW THIS BANK HEREBY GUARANTEES that in the event of the said service provider / firm failing to abide by any of the conditions referred to in the said tender documents. This Bank shall pay to Indian Institute of Information Technology Vadodara on demand and without protest or demur **Rs**.....

This Bank further agrees that the decision of Indian Institute of Information Technology Vadodara as to whether the said service provider / firm has committed a breach of any of the conditions referred in the said tender documents shall be final and binding.



We,.....

(Name of the Bank & Branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Bank, the Contractor / Firm or for any other reason whatsoever.

Notwithstanding anything contained herein:

a. Our liability under this Bank Guarantee shall not exceed **Rs**.....

b. This Bank Guarantee shall be valid up to .....**(Date)**

c. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if Indian Institute of Information Technology Vadodara serve upon us a written claim or demand on or before ..... **(Date)**.

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at.....

situated at.....

(Address of Local Branch).

Signature and Seal of the Guarantor:

Name of the Bank with Complete Postal Address:

Date & Place



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

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

