



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

Tender No. IIITV/PUR/HIRING-VEHICLE(CARS)/2019-20/02

Date: 31 May 2019

NOTICE INVITING TENDER FOR HIRING OF VEHICLE (CARS)

Dear Bidder,

The Institute invites sealed Tender for Hiring of Vehicle (Cars) on monthly basis for a period of two 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)	Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.
3	Security Deposit	The selected party/ies has / have to submit security deposit of Rs. 50,000/- (Rupees Fifty Thousand Only) Per Vehicle (Car) in the form of Demand Draft in favour of Indian Institute of Information Technology Vadodara payable at Gandhinagar, Gujarat.
4	Pre - Bid Meeting	07 June 2019 at 1500 Hrs at the Institute's Gandhinagar Campus.
5	Last Date & Time for Seeking Clarification	14 June 2019 up to 1700 Hrs by an email on <registrar@iiitvadodara.ac.in> OR an ink signed copy at the Institute.
6	Closing Date & Time of Bid Submission (Technical and Financial Bid)	28 June 2019 up to 1500 Hrs.
7	Technical Bid Opening Date & Time	28 June 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	Registrar, Indian Institute of Information Technology Vadodara Block No. 09, C/o Government Engineering College, Sector 28, Gandhinagar, Gujarat - 382 028, Gujarat

Table - 1

A. GENERAL TERMS AND CONDITIONS :-

1. The tender documents to be downloaded from the Institute's website (www.iitvadodara.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 HIRING OF VEHICLE (CARS)**'.

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, 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).

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 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 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

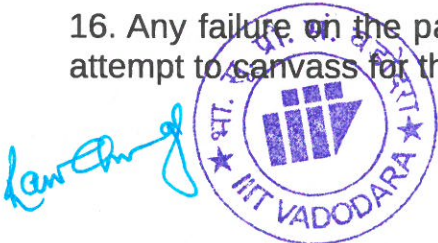
R = Average Run per Liter

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.

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 hiring of vehicle from the market in the event of contractor failing to provide requisitioned vehicle or not providing vehicle 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.**

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.



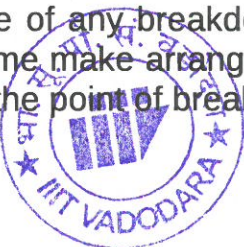
B. PRE QUALIFICATION CRITERIA:-

1. The tenderer should have at least 02 year experience of providing vehicle (Cars). The documentary evidence of the same to be submitted.
2. The tenderer should have average annual turnover during the 03 year, ending 31st March of the previous financial years, should be at least Rs. 5 /- 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. 2.5 /- 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. The successful bidder must provide vehicle registration number along with photocopy of their RC / fitness, insurance certificate, pollution certificate, and permit for the vehicle.
2. The driver should be in proper uniform, carry mobile phone, valid driving license and other required documents / equipments specified by concerned Govt. departments.
3. 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.
4. The vehicle to be provided by the contractor should be in perfectly sound working condition not older than 05 year. The contractor shall display a sign mark '**ON IIIT VADODARA DUTY**' on the vehicle.
5. The rates once finalised will be fixed for the total contract period including extensions (if any).
6. Rate contract can be extended for one more year on the same finalised terms and conditions at the discretion of the Institute and thereafter on mutually agreed terms.
7. The successful contractor(s) to ensure statutory compliance of Direction / Norms / Conditions laid down by RTA / ESIC / PF or related body.
8. The contractor will be responsible for any Challan / Penalty Imposed for violation of any Traffic Rule or under the any Govt. or Private Body.
9. The contractor will responsible for any type of Damage caused due to any reason (fires, accident, riots, strikes, lockouts, etc.)
10. The vehicle shall be made available on all days including Saturday, Sunday and holidays as and when required, even on short notice.
11. In case of any breakdown of vehicle on duty, the contractor shall within the shortest possible time make arrangement for providing another vehicle in such case, mileage from garage to the point of breakdown would not be paid.

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D. TECHNICAL INFORMATIONS 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 providing vehicle (YES / NO).
7. List of organizations with address and telephones number to whom Car(s) 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:

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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 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:-

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 contractor based on the lowest rate.
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-Himmatnagar Highway, Ahmedabad, Gujarat 383205.
5. The Institute can call the vehicle early and kept late as per the requirements. In that case, the contractor 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.

Dated:**(Signature & Stamp of Tenderer)****Place:**

2. EMPANELMENT RATES:-

Sr. No.	Type of Vehicle & 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 quoted rate.
2. The Institute will empanel one or more contractor based on lowest rates at its discretion.
3. If, contractor quote and do not provide the vehicles as and when requirement is there, the Institute will charge the difference amount of cost incurred in hiring of vehicle from alternate sources and rate quoted by the contractor. The differential amount will be recovered from the contractor's due amount.
4. The bidder may quote for empanelment only. However, in that case, the Institute will charge administrative processing fee of Rs. 500.00. This is to be deducted from the bidder's first invoice.



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.	

