



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore
सिमरोल, खंडवा रोड इंदौर – 453552
Simrol, Khandwa Road, Indore- 453552

E-PROCUREMENT MODE

**Bidding Documents for
RATE CONTRACT
of
HIRING OF VEHICLES**

**Document to be submitted online
for
(Technical & Financial Bid as per Schedule of requirement)**

सहायक कुलसचिव
(सामग्री प्रबंधन विभाग)
Assistant Registrar
(Materials Management Section)

TENDER DOCUMENT
FOR
E-PROCUREMENT

Online tenders on behalf of IIT Indore are invited for providing services of **registered commercial vehicles on hire basis**, for a period of **one year** on annual renewal basis subject to satisfactory performance from the date of contract through **two-bid system** i.e. Technical Bid and Financial Bid from **reputed, experienced and financially sound Companies/ Firms/ Agencies / Individuals** having at **least three commercial vehicles in their name and experience in supplying commercial vehicles for at least two years to any Central/State Govt. organization / PSUs**, for day-to-day requirement.

Sl. No.	Description of Stores	NIT No.	EMD (in INR) - Online
1.	Annual Rate Contract for Hiring of Vehicles	HC/NIT/RC/HV/192/SP/2021-22	NIL Online EMD Submission: Pursuant to the Order No.F.9/4/2020-PPD dated 12th Nov. 2020 of the Ministry Finance, Procurement Policy Division. upto 31/12/2021. Interested bidder must submit Bid Security Declaration (mandatory) as per Chapter- 11
SUBMISSION OF BIDS ONLINE IN TWO BID https://eprocure.gov.in/eprocure/app			

Note:

- I. Tender Documents with detail terms & conditions can be downloaded from our website: http://www.iiti.ac.in/tender_mms.php & <https://eprocure.gov.in/eprocure/app>
- II. All the details/document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and at Central Public Procurement Portal.
- III. Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resell Agents/Channel Partners with proof of authorization.
- IV. All the communications with respect to the tender shall be addressed to the tender shall be addressed to Assistant Registrar, MMS, IIT Indore, Tel.: 0731-6603551 Ext: 3592/3590, Email id- mms@iiti.ac.in.

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons.

For any issues related to tender please contact Material Management Section,

Tel: +91-731-6603551 Ext: 3536/3592 Email: mms@iiti.ac.in

Assistant Registrar (MMS)
सहायक कुलसचिव
(सामग्री प्रबंधन विभाग)
Assistant Registrar
(Materials Management Section)

ONLINE BIDDING DOCUMENTS
FOR
HIRING OF VEHICLES

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CHAPTER- 1
Schedule of Tendering:

Sl. No.	Event	Date and Time/ Remarks
01	Downloading of Tender document online from CPPP	From November 30, 2021 https://eprocure.gov.in/eprocure/app and http://www.iiti.ac.in/tender_mms.php
02	Pre bid Query Submission Starts on	November 30, 2021 (Query through email will be accepted)
03	Pre bid Query Submission Ends on	December 12, 2021 upto 06:00 PM
04	Date & Time of Pre-Bid Meeting	December 13, 2021 at 03:00 PM
05	Pre bid Report Published on/upto	December 16, 2021
06	Bid Submission Start Date	December 16, 2021
07	Last date & Time of Submission of Bids Online (Technical and Price Bid)	December 30, 2021 up to 03.00 PM, (IST) Please refer tender Terms at IITI
08	Opening of Technical Bids Online	December 31, 2021 at 03.00 PM, (IST) Please refer tender Terms at IITI
09	All the communications with respect to the tender shall be addressed to:	Assistant Registrar (MMS) IIT Indore, Forth Floor, Abhinandan Building, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731- Ext: 6603551/3592/3590 Email: mms@iiti.ac.in
10	Submission of Bid Online	https://eprocure.gov.in/eprocure/app
11	For taking assistance, if any	CPP Portal website: www.eprocure.gov.in CPP Portal Help Desk Toll Free No.:18002337315, 180030702232

* Google Link will be shared on request or submission of prebid query only.

CHAPTER- 2**INSTRUCTIONS TO THE TENDERERS**

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>
3. For Registration: Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
5. IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Technical Committee constituted by the IITI shall have the right to verify the particulars furnished by the bidder independently.
7. Tenderer shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. IIT Indore before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
8. The item should be delivered at IIT Indore, Khandwa Road, Simrol, Indore and the supplier shall be responsible for any damage during the transit of goods.
9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
10. Interested bonafide and reputed manufacturers/Indian agents (on behalf of their foreign principals) may submit online bids for each of the above equipment along with all requisite documents and scanned copy of online EMD submission reference.
11. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
12. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
13. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IITI reserves the right to accept or reject any or all the tenders.
14. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-
<http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>

Asst. Registrar (MMS)

CHAPTER – 3
LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID

1. The intending Tenderer, in case of **Original Service Provider** shall upload a self-declaration on their letter-head as PDF file in Cover-I of e-tender, along with the acceptance letter tender documents, confirming that they are regularly manufacturing and supplying of the similar stores.
2. The intending tenderer, in case of **reputed, experienced, and financially sound Companies/ Firms/ Agencies / Individuals from Original Manufacturers**. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
3. The vehicle services shall be in compliance with the schedule of requirement as mentioned in **Chapter-12** of the tender and shall be of the latest, best quality and high standards. Documents in support to technical specifications and other terms & condition as mentioned at **Chapter-6 & 7** also to be enclosed with the Technical Bid.
4. Please submit copy of your Income Tax Number, GST and copy of PAN with your offer.
5. **The Bank/RTGS detail must** be submitted along with the quotations /Tenders on the letterhead.
6. Registration details of the firm/Company should be attached with bid.
7. Detailed technical and commercial terms & conditions should be attached.
8. Supplying commercial vehicles for at least two years to any Central/State Govt. organization / PSUs, for day-to-day requirement service order copies along with service report from concerned user department on their letterhead & authorized signatory.
9. The tenderer is advised to attach any additional information about competence, which they think is necessary for their offer. No further information will be entertained after the bid is submitted, unless IITI calls for it.

CHAPTER - 4

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and

content of each of the document that need to be submitted: Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload\ the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. **The vendor/firm should fill the complete details as mentioned in BOQ and exclusion of any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.**
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

Online Bid Form

The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter alia for the goods to be supplied, a brief description of the goods, their country of origin, quantity and prices.

Online Bid prices

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the online bids for any one or more schedule specified in the "Schedule of Requirement" and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

Prices indicated in the online price schedule shall be entered separately in the following manner.

Period of validity of online bids: Online Bids shall remain valid for acceptance for 180 days after the date of bid submission.

Note – Non-compliance of the above may disqualify your offer for consideration.



Assistant Registrar (MMS)

CHAPTER-5

GENERAL TERMS & CONDITIONS

1. **Delivery of Tender: Two- Bid through Online Mode.** IIT Indore reserves the right to **ignore any tender who fails to comply** with the instructions mentioned in the tender without giving any notice.
2. **Two Bid:** Firm should submit the bids online:
 - a) **Technical Bid:** Technical bid will be opened on the due date for technical evaluation of bids. Technical evaluation matrix will be uploaded on CPPP for the intimation to the firms. The technically disqualified firms can represent towards disqualification within a week of uploading of technical evaluation matrix on CPPP. **Non- representation within stipulated time the tender will be processed further and no representation will be accepted thereafter.**
 - b) **Financial Bid:** The financial bids of technical qualified responsive bidder will be opened.
3. **Period for which the offer will remain opened:**
 - a. Firms tendering should note the period for which it is desired that their offers should remain open for acceptance.
 - b. Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior sale", etc. will not be considered.
4. **Opening of Tenders:** Online tender opening as specified in schedule of requirement. **The received bid will be opened online, and it will be evaluated by a technical committee which will decide the suitability as per our specification and requirement.** The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender.
 - a) **Award Criteria:** *The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive, technically qualified and has been determined to be the lowest responsive evaluated bid.*
 - b) **Purchaser's Right to vary Services at Time of Award:** *The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract.*
 - c) **Notification of Award:** *Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted by way of a Purchase Order.*
5. **Place of Delivery of Services & Schedule:** IIT Indore, Simrol, Khandwa Road, Indore – 453552.
6. **Guarantee/ Warranty:** NA
7. **Insurance:** NA
8. **Inspection:** Before providing the required vehicles to the user the owner must ensure the vehicle is fully maintained i.e. cleaned, sanitized and documented which will be inspected by the IIT Indore Transport Section.
9. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the service offered, and the firm shall supply the same at the rate quoted.
10. **Vehicle Required:** Quotation should be given for the exact vehicle as shown in the enquiry against Sl. No. of the item. If in the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately. Client list along with the order copy of similar vehicle supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached. In the case of items quoted

having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.

11. **Proof of Registration OR OEM Certificate/ Sole Distributorship Certificate MUST be attached.**
12. Signed and Scanned copies of valid ISO (if Any) which so ever is applicable for certifications from competent Licensing/Certification authority with clearly showing validity date in respect of quoted item/Items.
13. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.
14. IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
15. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.
16. IIT Indore is green zone campus, hence, after delivery and acceptance of item supplier should take back the waste packing material such as plastic, wrapping paper and toxic material. Further, any wooden packing material to be handed over to store.
17. **Liquidated Damages/ Penalty Clause: - RATE OF RECOVERY TOWARDS VIOLATION OF SERVICES**

Sr No	Shortage/ Defaults	Penalty
a	Vehicle's necessary documents i.e. Valid RC, Insurance, PUC & Driving license etc. not found.	Rs. 200/- per instance
b	Vehicle not properly maintained i.e. cleaned, sanitized, all accessories/ features not functional etc.	Rs. 200/- per instance
c	Vehicle delayed 15 minutes beyond the scheduled time will be considered in normal case after that	Rs. 200/- per instance.
d	Driver not well maintained, groomed or found misbehaved etc.	Rs. 100/- per instance
e	Vehicle breakdown during the tour or found guilty by the statutory administration	Rs 500/- per instance
f	When the service provider/driver is not accept/attend the requisite tour	Rs. 500/- per instance

As per above mentioned or Any liability arising on IITI shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor. There would be no liabilities towards the employee/driver of the contractor by the IITI.

18. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
19. The firm may give any of their commercial term, if required, in their techno-commercial offer only, and price quotation should contain only price.

20. Please inform the IITI in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.
21. IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.
22. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.
23. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
24. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.
25. For any dispute, the place of jurisdiction shall be Indore, India only.

CHAPTER-6
SPECIAL TERMS & CONDITIONS

1. The vehicle provided should not be more than 5 years old.
2. The vehicle must have commercial taxi permit.
3. The total journey up to 120 kms /08 hours run will be treated as local journey.
4. The total journey beyond 120 kms /08 hours run per day will be treated as long journey/Outstation journey.
5. The driver should have his license copy displayed on dashboard.
6. For outstation journey, a minimum of 250 kms. will be paid only for transit period
7. The rates will be considered inclusive of all taxes, cost of petrol/diesel, lubricants, driver's salary, depreciation, profit to the owner etc.
8. Toll tax or parking will be paid by the agency and would be reimbursed separately against claim with supporting documents except to the extent of permissible reimbursements.
9. In case of any breakdown, alternate arrangement shall be made by the agency immediately
10. For monthly hiring, vehicle will be parked for 6 days a week at the Institute. While taking out the vehicle, closing and opening of meter reading will be noted for deduction on the total run for the month.
11. In case of sudden breakdown, technical issues or the case may be, due to which the vehicle unable to serve the request. Another vehicle is to be designated urgently without fail that will also be free of cost.
12. In order to meet the standard of IIT Indore, vehicle to be well maintained, driver attire must be maintained, driver must be having pleasing personality and driver to communicate effectively and impressively.
13. The kilometer will be counted from pick up and drop point of guest only, no claim will be entertained against billing from garage to garage, rates of available vehicles only may be quoted, all vehicles not necessary.
14. Vehicle to be well maintained to meet the standard of institute as well as driver must be well groomed.
15. The charges for fixing the vehicles will be as per final lowest rate and no extra charges, whatsoever shall be payable by IIT, Indore.
16. The vehicle should be neat, clean, sanitized and all accessories/features of vehicle should be fully functional.
17. The vehicle should have National permit to undertake journey through India as and when required.

18. The Driver should have a valid license for driving Public Service Vehicles (PSV) and medical fit for driving the vehicle.
19. Any complaint received on the condition of the vehicles or the behavior of the drivers, the VEHICLE/Driver should be suitably replaced on the same day.
20. The vehicle should be provided within an hour after receipt of written/telephonic intimation by the IIT Indore transport section with sufficient fuel in the vehicle.
21. The supervisor responsible for the operations of vehicle should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicle in emergent case. The owner/firm should be in a position to supply vehicles on short notice as & when required.
22. In case a vehicle is requisitioned and the same does not reach at the appointed time & place, IIT will be free to call another vehicle from the open market and the excess expenses on this account will be deducted from the pending bills/security etc. and a penalty of Rs.500/- would be imposed for every such lapse to the service provider or impose penalty as per Chapter-5 General Terms & Conditions Clause-19.
23. All charges towards repair/servicing, any other incidental expenses like insurance, PUC etc. on operations & maintenance of hired vehicle would be solely borne by the firm.
24. The Driver on duty should report to the In-charge, Transport section, IITI before starting journey unless otherwise instructed.
25. Payment will be made on monthly basis on submission of the bill duly certified by the user along with duty slip.
26. No escalation/extra charges whatsoever will be allowed over & above final awarded rates during the tenure of contract.
27. The Driver should be courteous to the users, maintain discipline, decorum, well dressed, well groomed & should always carry a mobile phone with him. In the event of misbehavior on the part of driver, IITI may impose penalty as per Chapter-5 General Terms & Conditions Clause-19 or action may be taken as deemed fit by the IIT Indore.
28. The IIT, Indore reserves the right to terminate the contract at any time without assigning any reason thereof.
29. Kilometers reading and timing start from **IIT, Indore only or the place of reporting**. The vehicles should be parked in the IITI premises with daily closure in case of monthly hired vehicles. For weekly off, when the vehicle goes off the IITI campus, the reading should be invariably noted on record for exit and entry.
30. When this Institute engage vehicles all liabilities in respect of the vehicles and drivers including the accident to the vehicles injury to driver and the passengers traveling in vehicle or to pedestrians, theft and other passing vehicles shall rest with the Travel Agency. The Institute will not accept any liabilities in this regard.
31. In the event of the Security Deposit falling short of the aforesaid amount due to recover/adjustment of the losses suffered by the Institute during the currency of the Contract, the Contractor shall deposit/pay such amount by which the Security Deposit falls short immediately on demand or the same may be recovered from the Contractor's pending Bills with the institute. No claim shall be made against the IIT, Indore in respect of interest, if any due on the security deposit or depreciation in value.
32. **Presentation of the bills:** The contractor shall present his bill for each fortnight's supply within ten days of the closing day of each respective fortnight. The bill shall show in detail the supply/service made each day.

33. Supporting documents with the bills:

- a) The duty slips in original on which the supplies have been made or to be charged for in the bill. The duty slip shall bear the certificate of user.
- b) The vehicles charge in the bill not supported by original duty slip or certificate of receipts by the user, the bill will be disallowed during payment of the bill.
- c) Otherwise, admissible supplementary bills of the contractor duly supported by the requisite certificates along with the receipt of the user/ the concerned persons in proper and complete form may be allowed.
- d) Parking, toll tax proof documents along with the bill if any.

34. Payment: The contractor shall claim payment once a month through the bills prescribed in complete forms as stated above and the same will normally be arranged in 4 weeks from the date of presentations. However, no claim shall be made by the contractor against the Govt. of India in respect of interest on damages in case the payment is delayed for any reason beyond 4 weeks.

35. Rights of acceptance:

- i. The IITI does not pledge himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and you shall provide the same at the rate quoted. You are at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire type of the vehicles is taken from you. The terms and conditions of the contract stipulated in the schedule to the tender annexed herewith will form part of the contract and the tenderers/contractors will be bound by such terms and conditions.
- ii. Acceptance of the tender by the IITI will be communicated by a letter of acceptance. In case the acceptance is communicated by via email, the formal acceptance of the tender will be forwarded to you as soon as possible but the instructions contained in the email should be acted upon immediately. The acceptance of such email will be deemed as a contract enforceable in law.

36. ARBITRATION CLAUSE: In case of any dispute between the IITI and the contractor arising out of the contract with regard to the interpretation of the terms and conditions of the contract, the decision of the IITI or any other officer nominated by him to act as Arbitrator in this dispute shall be final and binding on the party to this contract.

37. The IITI reserves the right to relax fully or partly any provisions of the terms of contract according to local conditions and administrative convenience

38. Period of the Contract: Under normal circumstances the contract shall be valid for a period of 1 year on annual renewal basis subject to satisfactory performance from the date of contract on the same rate, terms and conditions and acceptance by the service provider.

39. Liabilities of the Contractor: When this Institute engage vehicles all liabilities in respect of the vehicles and drivers including the accident to the vehicles injury to driver and the passengers traveling in vehicle or to pedestrians, theft and other passing vehicles shall rest with the Travel Agency. The Institute will not accept any liabilities in this regard.

40. Parking & Toll charges: Payment of any Govt. tax on duty for plying the vehicles for IITI will be the liability of the contractor. Parking and Toll charges, if any may be claimed by producing the Parking/Toll slips along with the bills.

41. Termination of Contract: The IIT Indore, reserves the right to terminate the contract simultaneously or at any time during the period of this contract with one or more Travel Agents.

42. **Fall Clause:** During the currency of the Contract, charges for supply of vehicles to any other Central/State Govt. Public Sector Undertaking, etc. should not be at rates lower than the price offered to the IIT Indore OR should there be any reduction in charges during this period, the prices charged to the Institute shall correspondingly be reduced for the IIT Indore, also.
43. The Institute shall have absolutely no responsibility to pay any compensation for any accident occurred to any person/representative of the Contractor during his/there to and fro journey and or while attending to the services of the Institute and no other charges whatsoever shall be payable by the Institute to the Contractor.
44. The Institute shall have the liberty to enter into similar contract with any other party(s) engaged in Travel Agencies parallelly without making any reference.
- 45. Responsibilities of the Contractor :**
- a) The Contractor will maintain sufficient vehicles of the standard quality at all times to avoid inconvenience to IIT office beneficiaries.
 - b) **In case of failure or refusal on the part of the Contractor to supply the vehicles to the Institute, the contract is liable to be cancelled at your risk and cost.** Any extra cost involved in arranging supply from alternative source will be recovered from the Contractor.
 - c) The vehicles to be supplied will be of standard quality. In case it is found that vehicles **supplied are old model or substandard or spurious, the firm will be liable to be black- listed for a period of 5-years besides any other appropriate legal action to be taken in this regard.**
 - d) **If for any unavoidable reason, it is not possible for the Contractor to immediately supply the vehicle and the beneficiaries are compelled to procure the same from some other local Travel Agent, the Contractor will reimburse in full the charges paid, to the Institute. However, the claim in this regard will be paid as per terms and conditions of this contract. The brand of the vehicle should not be substituted in case of indent for a particular vehicle.**
46. **Provision of Penalty:** In the event of the contractor failing to:
- a) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates IITI may charge the amount of such excess cost to the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contact or from the security deposit or may be demanded of him to be paid within seven days to the credit of the IITI.
 - b) In the event of discovery of any error or defect due to the fault of the contractor at any time, the contractor shall be bound if called upon to do so, to rectify such error or defect at his own cost to satisfaction of and within the time fixed by the IITI. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected the IITI shall have the power to deduct from any payment due to the contractor such sum as he may deem expedient.
 - c) In the event of a supply being wholly rejected, the IITI may at its discretion either.
 - d) Permit the Contractor to re-do the same within such time as he may specify at contractor's own cost which shall include the cost of all sorts i.e. transportation etc., or other source than the contractor in which case the amount of extra cost, if any, shall be recovered from the contractor.
 - e) The powers of the IITI under this condition shall in no way after prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 8 above.
 - f) Service order awarded firm must complete the important nature services (i.e. VIP, Delegates, etc.) the time schedule must be adhered to, failing which a penalty at the rate 10% per hour delay will be recovered from separate/pending bill.

CHAPTER- 7

TECHNICAL BID

(Bidder should submit compliance matrix along with Technical Bid)

PART-I

Eligibility criteria

Sl. No	Details	Compliance Yes/No	Deviations/Remarks, if any
01	The Bidder must either be an Original Service provider (OEM) for the item quoted in this tender and/ or its Distributor/Channel Partner/ Agent/ Individual for this bid. Bidder should provide valid OEM Authorization Certificates for all the products quoted.		
02	The firm should have a strong support team available in Indore to rectify the issues related to the supplied vehicle services.		
03	The vehicle service shall be in compliance with the schedule of requirement as mentioned in Chapter-12		
04	Income Tax Return (last three years), PAN No., Professional Tax, GST Regn. Nos. (enclose photo copies)		
05	Bank/RTGS Details of the supplier along with Firm Name, Address, Contact details & Firm Registration details		
06	Responsibility of Supplier – Firm should fully compliance of Chapter-6 all clauses.		
07	Firm participating in bid must have done the same kind of services (of the quoted item having desired specifications) in any government organizations and international reputed organization to establish the reliability of the vehicle services in last 03 years. Necessary proofs must be provided.		
08	Certificate from CA as a Turnover of last Three Financial Years.		

PART –II

Item details and technical specification as mentioned below:

ITEM: RATE CONTRACT FOR HIRING OF VEHICLES

Sl. No.	Specifications	Details	QTY	Compliance Yes/No	Deviations, if any	If Compliance yes please attached documentary Proof.
01	As per Schedule of requirement Chapter-12		01 Job			

Note : The bidder should submit his acceptance against each column as YES/NO and if No, bidder should specify the deviation.

(Signature of the Bidder, with Official Seal)

Pro-Forma to be Filled by the Tenderer

a)	Name of the firm:	
b)	Address for correspondence: Telephone No./Fax No. E-Mail Address:	
c)	Whether the firm is Local Indore/ Other District/State.	
d)	Whether Small/ Medium/ Large Scale Company.	
e)	Person responsible for conduct of business. (Full Contact Details)	
f)	Valid Firm Registration certificate.	
g)	Experience Certificate from last three years	
h)	Have the firm ever been blacklisted/debarred by any procurement agency. If yes, details thereof.	
i)	Number of vehicle owned / provided	

II TECHNICAL

- Has the firm carried out stability study for service quoted:
- Fully compliance of Technical Bid matrix:

III FINANCIAL

- a) Name & Address of the Bankers to the firm. _____
- _____
- _____

- b) Income tax No./GST No./ PAN No.

DECLARATION

I _____ proprietor /partner/director/
agent of M/s. _____ hereby declare that the information
given in this form is true and correct to the best of my knowledge and belief.

Name & Designation with stamp

CONDITIONS FOR TECHNO-COMMERCIAL BIDSCOMMERCIAL

1. **Payment** will be released through RTGS transfer.
2. **Warranty** : NA
3. **Liquidated Damages**: In case of any violation of contract/order/services, liquidated damages will be levied as per Chapter-5 General Terms & Conditions Clause-19 or action may be taken as deemed fit by the IIT Indore.
4. **Performance Security**: For due performance of his/ their obligations under the contract, during the validity, the successful tenderers shall have to deposit **@5% of order/contract value** as Security Deposit which will be free of interest, within 15 days after commencement of the contract. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks or SBI or from any one of the scheduled banks. **The validity of such security deposit should be 2 months beyond the scheduled completion date of the contract.** The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded within 60 days after adjusting dues if any to the IITI from the Contractor..
5. **Place of Delivery of Services & Schedule**: IIT Indore, Simrol, Khandwa Road, Indore – 453552.
6. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.

(Signature of the Bidder, with Official Seal)

CHAPTER- 8**PRICE BID****PRICE BID - Schedule of price bid in the form of BOQ format:**

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
2. **Bidders are advised to download this BoQ.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected.
4. Any element of cost, taxes, duties levies etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later.**
5. The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.

OTHER CONDITIONS FOR PRICE BIDS

1. No unilateral revision in price will be admissible.
2. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly and total value is also indicated in words.
3. Any optional indicated in techno-commercial bids must be priced separately.
4. In case any other scope of work/service are applicable, their list and price should be clearly indicated separately.
5. The price must be stated for each item separately. The percentage of reduction, in the unit price should also be quoted, should an order to that extent be placed with you.

Signature of the Tenderer**Name of the Firm:****Contact No.:****Email:****Seal:**

CHAPTER- 9
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To, _____

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install the equipment and dispatch the same within the specified period.
8. I/We agree to start the service and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/service order.
9. **I/We agree that in case if we fail to start the service within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD.**
10. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

CHAPTER- 10
PERFORMANCE SECURITY FORMAT

To,

.....
WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Phone No., Fax No. & e-mail id.

CHAPTER-11
BID SECURITY DECLARATION
(On Firm Letter Head)

To,
The Joint Registrar
Materials Management Division
I.I.T. Indore,
Simrol, Khandwa Road
Indore – 453 552.

Date :

Sub: NIT No. IITI(MM)/NIT/RC/HV/192/SP/21-22 dated 30th November, 2021 for “Rate Contract for Hiring of Vehicles”

Sir,

We, the undersigned, declare that

- i. We understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.
- ii. We accept that we will be automatically suspended from being eligible for bidding in any contract with the Institute for the period of 3 Year starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we:
 1. Have withdrawn our bid during the period of bid validity specified in the letter of bid; or
 2. Having been notified of the acceptance of our bid by the institute during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Yours faithfully,
(Signature of the bidder)
Printed Name
Designation
Seal
Date
Business Address

CHAPTER-12

SCHEDULE OF REQUIREMENT

Sr. No.	Type of Vehicle	Period and Frequency			Eligibility for Drivers					Essential requirement for vehicles								
		Daily	Monthly	Occasionally	Qualification	Licence	Language Proficiency	Technology Savvy	Age	Gender	Permit of the vehicles	Fitness	Road Tax	PUC	Registration card	Name of owner as per registration certificate	Model	Insurance
1	Etios/Dzire (AC)	Yes	Yes	Yes	Intermediate	Yes	English & Hindi	Yes	24-40	Male	N/A	N/A	Lifetime	Yes	Yes		2017 or higher	Yes
2	Honda City/SX4/Verna/A maze (AC)	Yes	Yes	Yes	Intermediate	Yes	Any	Not required	24-40	Male	N/A	N/A	Lifetime	Yes	Yes		2017 or higher	Yes
3	Toyota Innova/Toyota Innova Crysta/Ertiga	Yes	Yes	Yes	Intermediate	Yes	English & Hindi	Not required	24-40	Male	N/A	N/A	Lifetime	Yes	Yes		2017 or higher	Yes
4	Toyota Corolla Altis/Civic/Yaris (AC)	No	No	Yes	Graduate	Yes	English & Hindi	Yes	24-40	Male	N/A	N/A	Lifetime	Yes	Yes		2017 or higher	Yes
5	Mercedes Class/BMW 5 Series/Audi (AC)	No	No	Yes	Graduate	Yes	English & Hindi	Yes	24-40	Male	N/A	N/A	Lifetime	Yes	Yes		2017 or higher	Yes
6	Force Traveller 14 seating AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	Yes		2017 or higher	Yes
7	Force Traveller 26 seating AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	Yes		2017 or higher	Yes
8	Bus 36 seating AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	Yes		2017 or higher	Yes
9	Bus 52 seating AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	Yes		2017 or higher	Yes

Signature of Bidder/Authorized Signatory with seal of the firm

