

INDIAN INSTITUTE OF TECHNOLOGY INDORE

(A Statutory Institute of Ministry of HRD, Govt. of India)



NOTICE INVITING TENDER (NIT)

FOR

RATE CONTRACT

FOR

HIRING OF VEHICLES

Materials Management Section
IIT Indore

Sodium (HUB) Building, Simrol
Khandwa Road, Indore- 453552

Tel.: 0731- 2438700/949/327, Email: mms@iiti.ac.in

Website: www.iiti.ac.in

A. K. Sharma
In-Charge
Material Management Section (MMS)
IIT INDORE




भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड़ इंदौर – 453552

Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Tel.: 07321-2438700 Ext: 958/327

Email: mms@iiti.ac.in

Notice Inviting Tender (NIT) for Rate Contract for Hiring of Vehicles

Sealed 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 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.

Interested Companies/ Firms/Agencies/individuals may download the Non-transferable tender forms containing terms and conditions from institute website http://www.iiti.ac.in/tender_mms.php

Agencies may send their bids for providing vehicles on hire basis with other terms and conditions as mentioned in tender documents. The agencies should deposit Earnest Money of Rs.10,000/-(Rupees Ten Thousand Only) for the tender is to be submitted via online. Tenders received without EMD will be rejected straightaway.

The tender will be opened by the tender opening committee on the same date at in the presence of Tenderer or their authorized representative, if any.

IIT Indore reserves the right to accept/reject any or all tenders without assigning any reasons thereof.

(Signature)
28/5/2020
In-Charge (MMS)





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Schedule of Requirements

<u>Description</u>	<u>Details</u>
Download of tender document	May 28, 2020 from 11.00 AM
Last date for receipt of tender	June 23, 2020 up to 3.00 PM
Opening of Technical Bid	June 23, 2020 at 3.30 PM
Bid Security/ Earnest Money Deposit (EMD) Amount	Earnest money deposit of ₹ 10,000/- is to be submitted via online. The link for online EMD submission is https://www.onlinesbi.com/sbcollect/icollecthome.htm EMD in any other form will not be accepted. Tenders received without valid EMD stand automatically rejected. EMD should be kept in a TECHNICAL BID ONLY. EMD to be submitted as per schedule of requirement. In respect of the successful bidder, this EMD will be returned on receipt of Security Deposit. EMD submitted by other bidders will be returned after finalization of the contract.
Security Deposit	For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit ₹ 50,000.00 (Rupees Fifty Thousand Only) as Security Deposit for a period of 14 months i.e. 02 months beyond the date of expiry of the contract. The security deposit will be free of interest, immediately after commencement of the contract. This security deposit is to be furnished in the form of Online in Registrar IIT Indore account. 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.
Contract Period	One Year on annual renewal basis subject to satisfactory performance from the date of contract.
Tender to be submitted in	Tender Box at HUB Building, IIT Indore, Khandwa Road, Simrol, Indore- 453552
Contact Person	In-Charge (MMS), Indian Institute of Technology Indore Khandwa Road, Simrol, Indore- 453552 Email: mms@iiti.ac.in , Tel.: 0731- 2438700 Ext: 958/327
The bidders shall send sealed quotations super scribing "Rate Contract for Hiring of Vehicle" with NIT No. and Due Date.	



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TECHNICAL BID

ANNEXURE- I

1. Name of Tendering Company/ Firm / Agency/Individual: _____
2. Nature of the concern: _____ (i.e. Sole proprietor or partnership firm or a company under Company Act 1956)
3. Full Address of Office of the Company/ Firm/ Agency/Individual: _____
 - a. Telephone/Mobile No: _____
 - b. FAX No: _____
 - c. E-Mail Address : _____
4. PAN No. of the Company/ Firm / Agency/Individual : _____ (Attach attested copy)
5. Photocopy of income tax returns for latest 02 years: _____ (Attach attested copy)
6. Service Tax Registration No. : _____ (Attach attested copy)
7. The Company / Firm / Agency/individuals should have at least two years of experience in providing services of supplying vehicles to Central/State Govt. organization / PSUs etc. (Attach the attested or original copies of relevant experience documents).
8. Details of Earnest Money submitted online: _____
9. Declaration of non-blacklisting (to be executed & attested by Public Notary/Executive Magistrate on ` 100/- Stamp paper by the bidder.
10. The bidder should have their own at least two vehicles of required make (not older than 2016 Model) registered as Taxi. The details of same vehicle to be provided in the next para : _____ (Yes/No).
11. Infrastructure capabilities: Particulars of vehicles available with the Bidder.
(Please attach the self-attested copies of the proof of the ownership or lease holding/power of attorney documents of the vehicles and proof of registration of the vehicles as commercial vehicle)



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Sl No.	Type of Vehicle(s)	Registration Number	Model (Not older than 2016)

12. Whether each page of tender, its annexure and Annexure III have been attached duly signed and stamped : _____.(Yes/No).

13. Bidder's bank account details

i	Name of the Account Holder	
ii	Bank account no	
iii	Name of the Bank	
iv	Name of the Branch	
v	IFSC Code	

I/We hereby declare that the information furnished above is true and correct.

Signature of Bidder/Authorized Signatory with seal of the firm _____

Name of the Bidder _____

Place: _____,

Date: _____

Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in any respect may result in rejection of the Bid.

ALL THE PAGES OF THE TENDER DOCUMENT AND CERTIFICATES SHALL BE DULY SIGNED BY THE BIDDER.

(Signature)
28/5/2020



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SCOPE OF WORK

Essential Requirement Chart- The list of vehicle, period/frequency and drivers essential requirement are as mentioned below. Kindly confirm your compliance towards supply of the service as per our requirement.

Sr. No.	Type of Vehicle	Period and Frequency			Driver's essential requirements						essential requirements for Vehicles					
		Daily	Monthly	Occasionally	Qualification	License	Language proficiency	Tech no Savvy	Age	Gender	Perm it of the vehicles	Regis tration Card	Insura nce	Fitn ess	Road Tax	PUC
1	Etios/Dzire (AC)	Yes	Yes	Yes	Inter media te	Yes	English and Hindi both	Yes	24-40	Male	NA	Yes	Yes	NA	Life time	YES
2	Etios/Dzire (Non-AC)	Yes	Yes	Yes	Inter media te	Yes	English and Hindi both	Not required	24-40	Male	NA	Yes	Yes	NA	Life time	YES
3	Honda City/SX4/Verna/Amaze (AC)	Yes	Yes	Yes	Inter media te	Yes	Any	Not required	24-40	Male	NA	Yes	Yes	NA	Life time	YES
4	Toyota Innova/Toyota Innova Crysta/Tavera (AC)	Yes	Yes	Yes	Inter media te	Yes	English and Hindi both	Not required	24-40	Male	NA	Yes	Yes	NA	Life time	YES
5	Toyota Innova/Toyota Innova Crysta (Non-AC)	Yes	Yes	Yes	Inter media te	Yes	Any	Not required	24-40	Male	NA	Yes	Yes	NA	Life time	YES
6	Tavera (AC)	Yes	Yes	Yes	Inter media te	Yes	English and Hindi both	Not required	24-40	Male	NA	Yes	Yes	NA	Life time	YES
7	Tavera (Non-AC)	Yes	Yes	Yes	Inter media te	Yes	Any	Not required	24-40	Male	NA	Yes	Yes	NA	Life time	YES
8	Toyoto Corolla Altis/Civic/Yaaris (AC)	NO	NO	Yes	Graduate	Yes	English and Hindi both	Yes	24-40	Male	NA	Yes	Yes	NA	Life time	YES
9	Merc-E Class/BMW 5 Series/Audi (AC)	NO	NO	Yes	Graduate	Yes	English and Hindi both	Yes	24-40	Male	NA	Yes	Yes	NA	Life time	YES
10	Force Traveller 14 seating AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES
11	Force Traveller 14 seating Non-AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES

(Signature)
28/5/20



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12	Force Traveller 26 seating AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES
13	Force Traveller 26 seating Non-AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES
14	Bus 36 seating AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES
15	Bus 36 seating Non-AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES
16	Bus 52 seating AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES
17	Bus 52 seating Non-AC	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES
18	Loading Truck	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES
19	Loading vehicles (Tata Ace, Mahindra etc.)	Yes	Yes	Yes	High School	Yes	Any	Not required	24-40	Male	Yes	Yes	Yes	Yes	NA	YES

Signature of Bidder/Authorized Signatory with seal of the firm _____

TERMS & CONDITIONS OF THE CONTRACT

1. Bid Documents: Tender should be submitted in Two-Bid:

- Cover 01(One)** super scribing Technical Bid along with Annexure-I, Scope of Work, Annexure- III, Receipt of Online Submission of EMD and all relevant documents including tender documents.
- Cover 02(two)** supercribing Financial Bid as per Annexure- II.

Both the envelopes are in turn shall be put in another envelope and this envelope should be superscripted prominently as **"RATE CONTRACT FOR HIRING OF VEHICLES"**. All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected.

2. Tender will be opened in the presence of Bidders present on the due date of opening. Technical Bids of the Tenders received will be opened on that day and the sealed Financial Bids will be kept in IIT's custody.



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- a. The Time, Date and Venue of the opening of FINANCIAL BIDS will be intimated only to those Bidders, whose Technical Bid is accepted after evaluation of details.
 - b. Incomplete Tender or Tender in which both Technical Bid and Financial Bid are found in the same envelope is liable to be rejected.
 - c. All Columns should be furnished with relevant details and no column should be left blank.
 - d. Financial Bid of the selected bidders only will be opened.
 - e. Bidder shall furnish the documents as per **Technical Bid Form-** Annexure- I.
 - f. Rates should be quoted as per Annexure II.
 - g. The format of Financial Bid Form should not be changed in any manner.
 - h. Addition/deletion/alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
 - i. Unsigned Technical Bid and Financial Bid will be considered as Invalid Bid.
3. Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with
 - i. Central Purchase Organization (CPO) i.e. DGS & D.
 - ii. National Small Industries Corporation (NSIC). However, this certificate should be for manufacturing of the item indented and not for selling items manufactured by other firms. The NSIC should be valid for a period of six months (180 days) beyond the Bid validity.
 - iii. Concerned Ministry / Department.
 4. No interest will be payable by the Purchaser on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to them at the earliest. The Earnest Money of successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to provide service as per order terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIT Indore.
 5. **Performance Security Deposit:** The security deposit of should be deposited by the successful bidder after the award of the contract. Performance Security shall be deposited and the EMD of the other will be returned at the time of awarding of the contract. The Institute shall have right to recover/adjust the Security Deposit towards any loss/damage suffered by the Institute due to negligence/non-performance/delay in performance etc. of the Contractor or his representative during the currency of the Contract.
 6. 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.
 7. **The EMD/Bid security may be forfeited**
 - a) If the bidder withdraws his bid during the period of validity specified in the bid form.
 - b) If the successful bidder fails to accept the order within a week of the issue of order.
 8. **Return of the EMD/BS:** EMD/Bid security of the unsuccessful bidder will be discharged/ returned within 30



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days of the finalization/Award of the Contract.

9. Submission of Bid:

- The bids should be duly sealed and addressed to In-Charge (MMS), IIT Indore, Simrol, Khandwa Road, Indore- 453552.
- Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened.**

10. The tenders will be evaluated on the basis of rate quoted/offered by the Company/Firm/Agencies as per enclosed Annexure-II

11. Tender Opening: In case the date fixed for the opening of the bids is declared as holiday by the Government of India, the revised schedule will be notified. However, in the absence of such notification, bids will be opened on the next working day, time and venue remaining unaltered.

12. Presentation of the bills: The contractor shall present his bill for each fortnight's supply/service within ten days of the closing day of each respective fortnight. The bill shall show in detail the supply/service made each day.

13. Parking & Toll charges: Payment of any Govt. tax or 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.

14. Supporting documents with the bills:

- 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.
- 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.
- 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.
- Parking, toll tax etc. along with the bill if any.

15. Payment: The contractor shall claim payment once a in a fortnight 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. Payment of the vehicles hired on monthly basis will be made on monthly basis.

16. Rights of acceptance:

- The IITI does not pledge itself to accept the lowest or any tender and reserves 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 participate in the tender for the whole or any portion. Conditional quote that the rate quoted shall apply only if the entire type of the vehicles is taken from you shall be summarily rejected. The



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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.

17. **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.

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

19. **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.

20. **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.

21. **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.

22. **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.

23. **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 in 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.

24. 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.



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25. Non-Exclusive

It is agreed and clarified that this Agreement of the services will be on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. (Provided, however, the Company shall ensure that its entering into agreement/s with other parties, shall not in any way conflict with or affect IITI's interests, rights, remedies under this Agreement or in law).

26. The Institute shall have the liberty to enter into similar contract with any other party(s) engaged in Tour and Travel business parallelly without making any reference.

27. Responsibilities of the Contractor :

- The Contractor will maintain sufficient vehicles of the standard quality at all times to avoid inconvenience to IIT office beneficiaries.
- 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.
- 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.
- 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.

28. Provision of Penalty: In the event of the contractor failing to:

- 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 contract or from the security deposit or may be demanded of him to be paid within seven days to the credit of the IITI.
- 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.
- In the event of a supply being wholly rejected, the IITI may at its discretion either.
- 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.
- 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.
- Since the supply order being awarded to the contractor is important nature the time schedule must be adhered to, failing which a penalty at the rate 15 % for every day's/week's/month's delay will be recovered.



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Special Conditions of the Contract

1. The km running within 80KM/08Hours will be treated as local journey.
2. The km running more than 200 km per day will be treated long journey.
3. The local charges will be minimum of 8 hrs for 80 kilometer.
4. In view of the COVID-19 situation, the driver should sanitize his vehicle before start of each trip. The driver should use all precautionary measures such as face mask, gloves etc. Only driver should touch the door handles and other handles in the vehicle. The driver should have sanitizer bottle.
5. For out station journey a minimum of 200 km will be paid for transit period.
6. The rates are inclusive of all taxes, cost of petrol/diesel, lubricants, driver's salary, depreciation, profit to the owner, etc.
7. 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.
8. Individuals/agencies/firms may be asked to park the vehicle inside the Institute Premises in case of monthly hiring basis. The driver will have to make the arrangement of stay outside the campus at their own/agency cost.
9. The rates will be considered inclusive of all taxes, cost of petrol/diesel, lubricants, driver's salary, depreciation, profit to the owner etc.
10. Toll tax or parking etc. will be paid by the agency and would be reimbursed separately against claim with supporting documents.
11. In case of any breakdown, alternate arrangement shall be made by the agency immediately.
12. Deputation of another vehicle in case the vehicle is having break-down or any technical issues that unable to serve the request. Another vehicle to be deputed urgently without fail free of cost.
13. 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.
14. The charges for fixing the taxi will be as per negotiation rate and no extra, what so ever shall be payable by IIT, Indore.
15. The vehicle to be provided to IIT, Indore on hire basis should not be more than Five years old from the dated of submission of tender. The vehicle should be neat and in very good as perfect working condition.



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16. The vehicle should have National permit to undertake journey through India as and when required.
17. The Driver should have a valid license for driving Public Service Vehicles (PSV) and medically fit for driving the vehicle.
18. 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.
19. The vehicle should be provided immediately after receipt of written/telephonic intimation with sufficient fuel and pocket money to your driver.
20. 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 from Institute for vehicle in emergent case. The owner/firm should be in a position to supply vehicles on short notice as & when required.
21. 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 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.
22. All charges towards repair/servicing refilling of fuel, any other incidental expenses like parking charges, toll tax etc., charges on operations & maintenance of hired vehicle would be borne by the firm. No money in cash or any other form should be asked from the guest.
23. Payment will be made on fortnightly basis on submission of the bills duly certified by the user along with duty slip. The payment of the vehicle hired on monthly basis will be paid on monthly basis.
24. Services provided directly to any user of the Institute will not be paid by the Institute.
25. The Driver on duty should report to the In-charge, Transport section, IITI before starting journey unless otherwise instructed.
26. No escalation/extra charges will be allowed over & above negotiated rates during the tenure of contract.
27. The Driver should be courteous to the users, maintain discipline, decorum, well dressed & should always carry a mobile phone with him. In the event of misbehavior on the part of driver, IITI may impose penalty as deemed fit on the firm. Repentance of such behavior would attract disengagement of the agency/firm/individuals service.
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 form **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.



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Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Tel.: 07321-2438700 Ext: 958/327
Email: mms@iiti.ac.in

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. Driver should reach 15 minutes before the start of Journey and call the user on the mobile number provided.



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FINANCIAL BID

ANNEXURE-II

Sr. No.	Type of Vehicle	Airport Pick up /Drop	Rates						
		Pick up & Drop from Simrol	Day wise				Month wise		
				8hrs 80 Km	Per Extra		Upto 3000 Km per month	Per Extra	
					Km	Hr		Km	Hr
1	Etios/Dzire (AC)								
2	Etios/Dzire (Non-AC)								
3	Honda City/SX4/Verna/Amaze (AC)								
4	Toyota Innova/Toyota Innova Crysta/Tavera (AC)								
5	Toyota Innova/Toyota Innova Crysta (Non-AC)								
6	Tavera (AC)								
7	Tavera (Non-AC)								
8	Toyoto Corolla Altis/Civic/Yaaris (AC)								
9	Merc-E Class/BMW 5 Series/Audi (AC)								
10	Force Traveller 14 seating AC								
11	Force Traveller 14 seating Non-AC								
12	Force Traveller 26 seating AC								
13	Force Traveller 26 seating Non-AC								
14	Bus 36 seating AC								
15	Bus 36 seating Non-AC								
16	Bus 52 seating AC								
17	Bus 52 seating Non-AC								
18	Loading Truck								



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19	Loading vehicles (Tata Ace, Mahindra etc.)								
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We, M/s. _____ submit our quotation for providing vehicle on hire basis to Indian Institute of Technology, Indore as under:

The following terms and conditions given in the contract:-

1. The km running within 80KM/08Hours will be treated as local journey.
2. The km running more than 200 km per day will be treated long journey.
3. The local charges will be minimum of 8 hrs for 80 kilometer.
4. **For out station journey a minimum of 200 km will be paid for transit period.**
5. **The rates are inclusive of all taxes, cost of petrol/diesel, lubricants, driver's salary, depreciation, profit to the owner, etc.**
6. **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.**
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 etc. will be paid by the agency and would be reimbursed separately against claim with supporting documents.**
9. **In case of any breakdown, alternate arrangement shall be made by the agency immediately.**
10. **Deputation of another vehicle in case the vehicle is having break-down or any technical issues that unable to serve the request. Another vehicle to be deputed urgently without fail free of cost.**
11. **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.**
12. **The kilometer will be counted from pick up and drop point only, no claim will be entertained against billing from garage to garage, rates of available vehicles only may be quoted, all vehicles not necessary.**

Signature of the authorized signatory
With seal of the company

Name: _____

Designation: _____

Tel.No.: _____

Mobile No.: _____

Email id: _____

Date : _____

Place: _____



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ANNEXURE-III

ACCEPTANCE OF THE TENDERERS (On Company's Letter head)

All the clauses of the tender document and terms and conditions enumerated from pages 1 to 15 have been read and understood by me/ us. It is certified that we are submitting this bid by accepting the Terms & Conditions and Special Conditions of the Notice Inviting Tender.

I/We hereby declare that the information and documents furnished as per tender are true and correct.

Signature of the authorized signatory

Name: _____

Date: _____

Company Seal:

