

**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
RENIGUNTA ROAD, TIRUPATI - 517506**

No:IITM/Tirupati/Taxies/2018

Date: 18-06-2018

Due Date:09-07-2018 1500 hours

Tender for annual contract for providing Cars and Vans (Ac and non A/C) for IIT Tirupati.

Indian Institute of Technology Tirupati a Central Autonomous Body under Ministry of Human Resource Development, Govt of India invites sealed Tender in TWO BID SYSTEM from the experienced and reputed Agencies for providing Taxies (A/C and Non A/C) on contract basis to IIT Tirupati. Interested Agencies are requested to submit their tender in the enclosed format along with EMD of Rs.25,000/-(Rupees twenty five thousand) by DD drawn in favour of " IIT Tirupati" payable at Tirupati. The details are enclosed as Annexure-I

1. Submission of Tenders:

- I. The tenders should be submitted in two bid system (i.e., Part A – Techno-commercial Bid and Part-B Financial Bid) in separate envelopes super scribed as "Part-A Techno-commercial Bid and Part-B Price Bid" and sealed. **The EMD should be kept in the Techno-commercial Bid only. The sealed cover containing both the Bids duly superscribed as "Tender for providing Cars and Vans (A/C and Non A/C on contract basis" should be sent to the "Registrar, IIT Tirupati, Renigunta Road, Tirupati – 517506".**
- II. The last date for submission of the tender is **09-07-2018 at 1500 hours**. The Institute will not be responsible for any postal or any other delay.
- III. The technical bid will be opened on 10-07-2018 **4.00 PM** and the financial bids of those tenderers who are technically qualified will be opened at a later date under intimation to them.
- IV. The offer shall remain valid for a period of 90 days from the due date of submission of tender.

2. Pre-qualification for selection of Agencies:

- I. Agencies meeting the required criteria as stated in this document at Annexures and Part-A shall only be considered for Financial Bid. Further, agencies not furnishing the documentary evidence as required will not be considered.
- II. Pre-qualification of the agencies shall not imply final acceptance of the Financial Bid. The agency may be rejected at any point during Techno-Commercial evaluation or during price evaluation. The decision in regard to acceptance and / or rejection of any offer in part or full shall be the sole discretion of IIT Tirupati and decision in this regard shall be binding on the Agencies.
- III. The Institution reserves the right to accept or reject any or all offers without assigning any reasons. Incomplete offers are liable to be rejected.
- IV. The award of contract will be subject to acceptance of the terms and conditions stated in the enclosed Annexure-I and Annexure - II of this tender.

PART – A (TECHNICAL BID)

All commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Tenderers shall mention point-wise confirmation with regard to technical specifications given in our Enquiry. Price details should not be shown in this part

1. General Particulars of the Agency:

A	Name of the Agency	
B	Full Address	
C	Phone/Fax Number	
D	Email	
E	Contact Person with Name and Mobile Number	
F	Registered Office with Regn No. (Address with URL)	
G	List of major cities where agency has office in India	
H	No. of years of experience in the field of hiring Taxies	
I	List of clients, including Govt/Semi Govt/PSU/ Banks etc (enclose client satisfaction certificates from atleast 3)	
J	No. of vehicles owned and operated by the company with year of manufacturer (separate sheet may be enclosed indicating the registration number and also please enclose copies of RC.)	
K	If sufficient vehicles are not available as on date, how the requirement will be met.	

2. Details of statutory compliance (enclose copy of certificates):

A	Valid License / Regn. No	
B	Regn NO. (under shops and establishment Act) with Labour commissioner	
C	EPF Regn. No	
D	ESI Regn. No	
E	Service Tax Regn No./ GST No.	

3. Details of Financial Status:

A	PAN/TAN No. (Copy enclose)	
B	Annual Turnover of last 3 years. Proof of IT Return and Audited Statement of Accounts to be attached.	
C	Banker's details (Name, Branch, Account No. etc	

4. Any other details/comments.

Authorized Signature with Seal

Name

Designation

Date and Place

INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
RENIGUNTA ROAD, TIRUPATI - 517506

Rate contract for hiring of taxies (A/C and Non A/C), IIT Tirupati

GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The vehicles supplied should be preferably in the name of Tenderer. The year of manufacture of the vehicles must be 2017 or later only to be provided.
2. The contract will be kept valid for a period of one year which can be extended on mutual consent basis on the same terms and conditions.
3. Vehicle log sheets supplied by IIT Tirupati shall only be maintained for each of the vehicles by the drivers for the duties performed. The travel agency should collect the logsheets from IIT Tirupati and should give the log sheets to their drivers while entrusting the IIT Tirupati duty. The trip sheets issued by travel agencies will not be entertained for payment of vehicle hiring charges. Entries in the log sheets should be correct and each entry should be got signed by the concerned IIT Tirupati official/user duly indicating opening and closing Kms with timings for using the vehicle for each trip. No payment will be made for the trips not signed by IIT Tirupati officials/authorised persons.
4. The contractor should supply the vehicles as and when required by IIT Tirupati. Normally the requirement of vehicles will be intimated to contractor well in advance. However in case of urgency the contractor should be in a position to supply the vehicles within one hour after the intimation. If the contractor fails to meet the requirement of vehicles, it will be viewed seriously and contract will be terminated without giving any prior notice.
5. In case of failure of the contracted vehicle a suitable substitute vehicle of same type and seating capacity should be deployed immediately. No payment will be made for the idle time when vehicle is unfit to ply. In case the contractor fails to send suitable substitute vehicle, IIT Tirupati reserves its right to arrange vehicles at the cost of the contractor and the cost of alternate arrangements will be deducted from the running bills besides fine/penalty.
6. Vehicles deployed should be in good running condition and should have taxi registration, current comprehensive insurance and road tax coverage, permit, fitness and driving license with badge of driver etc.
7. Contractor should keep the vehicles in neat , clean and good running condition with seat cloth covers, which should be replaced with another set of washed covers once in a week. The contractor should carry out the periodical maintenance of the vehicles supplied and ensure them always in good condition.
8. The vehicle and driver once deployed by the contractor should be with IIT Tirupati till the vehicle is released by IIT Tirupati.

9. The driver deployed must be in good health, well mannered, well behaved , even tempered and should have minimum 8th standard qualification and should perform the duties entrusted to him properly. He must possess a valid driving license with badge at all times and should adhere to all traffic regulations while driving the vehicle.
10. The driver must always wear uniform as prescribed by AP MV Act failing which Rs.200/- will be deducted from the bill on each occasion. No extra payment will be made to contractor by IIT Tirupati for providing uniforms to drivers.
11. No driver should work continuously for more than 12 hours on any given day with out rest.
12. The contractor should provide a cell phone to each of the drivers of the vehicles.
13. The parking charges etc if any will be borne by the contractor which will be reimbursed along with the bill on production of proof of such payments. The drivers should not ask the guest who is using the vehicle to pay such charges.
14. All payments towards fuel, lubricants, repairs, insurance, taxes etc and any other expenditure related to vehicles is the contractor's sole responsibility. Similarly, all payments to the drivers towards their salary, overtime, bata etc is also the contractor's responsibility.
15. Income tax/surcharge will be recovered at source as per IT rules in force from time to time. The contractor shall furnish their PAN number to IIT Tirupati.
16. The Travel Agency should be registered with central excise department for payment of service tax and the contractor should furnish the 15 digits service tax code number obtained from central excise department.
17. Payment will be made once in a month on submission of bills in triplicate. Bills are to be submitted on or before 5th of every month and the payment will be released on or before 30th of the month.
18. The Transport contractor should comply and maintain all registers and records under Motor Transport Workers Act 1961 and rules made there under including other statutory obligations applicable to him/them as Transport Contractor.
19. In case of any strike or Bandh, civil commotions and other disturbances, the contractor shall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be intimated to IIT Tirupati immediately and follow their instructions.
20. The contract can be terminated by giving 1 months notice in writing by either party. In case of breach of terms and conditions, IIT Tirupati reserves the right to terminate the contract without giving any notice.
21. In case of accident etc IIT Tirupati has no responsibility whatsoever towards Police/RTA, court of law, injured parties, damages to the vehicle or property or any claim made for the loss etc. All these are entirely the contractor's responsibility.
22. IIT Tirupati reserves the right to split the vehicle requirement among two or more contractors for the same period or any part thereof.
23. The contractor should invariably send SMS message to the vehicle reporting officer's mobile number giving the details of vehicle registration number, name of the driver, driver mobile number and vehicle reporting time
24. Any deviation/violation or breach of the said terms and conditions will be viewed seriously and the contract will be terminated without prior notice.

25. IIT Tirupati reserves the right to accept or reject any tender or part of any tender or all tenders without assigning any reason thereof, irrespective of the fact whether the tender is the lowest or not. IIT Tirupati reserves the right to send counter offers to the bidders/Tenderers responded for the category and place the orders on multiple vendors for the same categories and for same type of vehicles.
26. An amount of Rs.25,000/- deposited as EMD is refundable subject to acceptance of the order.. The Party shall pay Security Deposit or B.G equivalent to Rs.50,000/- before Commencement of the contract. In case there is a failure in positioning the vehicles after accepting the contract the Security Deposit will be forfeited
27. In case any contractor refuses to supply vehicles ordered by IIT Tirupati, it will be viewed seriously and contract will be terminated without giving any notice.
28. All the vehicles should report in time at the places advised by the IIT Tirupati. Any delay will be viewed as serious deficit of service and action taken accordingly.
29. Mere awarding the contract does not entitle you to demand engaging the vehicles from the parties. IIT Tirupati reserves the right to split the work order for more than one party.

Terms and conditions for vehicles hired on monthly basis in addition to the general conditions indicated in Annexure-I.

1. After entering into the contract, the Car identified for IIT Tirupati on monthly basis shall be at sole disposal of IIT Tirupati only and shall not be let or sublet to others.
2. The service of car is to be provided on all week days Monday to Sunday including holidays from 0600 hrs to 2200 hrs. The rates shall be quoted accordingly, no separate billing/rate will be made for Sundays or Holidays.
3. Normal usage of the vehicle is between 0600 hrs to 2200 hrs for about 14 hours on any day and 350 hours per month cumulative. Usage of vehicle beyond this time period will be treated as additional service for which extra hour charges beyond 350 hours will be paid and is to be quoted by the bidders in the tender.
4. Normal usage of the vehicle is considered for a running of 2500 kms per month. Charges for extra kilometer beyond 2500 kms per month will be paid for which rate shall be quoted by the bidders in the tender.
5. The vehicle will normally be used for internal trips within Tirupati and surrounding areas within a radius of 100 Kms. However the vehicle may be used for outstation trips also if required in special cases and in such a case driver special allowance (bata) will be paid separately (from 10.00 PM to 0600 AM) for which rates shall be quoted in the price bid. All other expenses ie., inter state charges, toll gate charges etc will be paid extra.
6. The bidders shall quote for the vehicles on lump sum basis for 2500 Kms running cumulative per month. The charges shall be inclusive of all expenses like fuel, payment to driver / staff, maintenance charges of vehicle, taxes, insurance etc to be incurred.
7. The driver is required to maintain log book on daily basis and got signed by the authorized official from IIT Tirupati.
8. Any unauthorized journey undertaken by the driver/contractor during the contract period will be disallowed and will be penalized at the discretion of IIT Tirupati.

PART B- PRICE BID

ON DAY TO DAY BASIS

S.No	Description	Cars (Swift or equivalent.)	Toyota crysta	Toyota Etios/Swift Dzire	Van (12/13 seater) – Tempo Traveller	
					A/C Traveller	Tempo Non A/C
1		For local trips				
	3 hours & 30 Kms					
	5 hours & 50 Kms					
	9 hours & 90 Kms					
	12 hours & 120 Kms					
	15 hours & 150 kms					
	Rate for extra kms					
	Rate of extra hour					
2		For Outstation Trips per day covering 250 Kms				
	Per Km rate					
	Driver Beta					
	Night Halt per day					
	Interstate permit charges					
	Extra amount per KM beyond 250 Kms					

ON MONTHLY BASIS CARS: To quote including all taxes

S.No.	Particulars	A/C Maruti swift	A/C Maruti Swift 24 hours basis	A/C Maruti Swift Desire or equivalent	Toyota Crysta	Toyota Innova
1	Type of vehicle					
2	Monthly rate per vehicle for minimum of 2500 Kms and 350 hours of use per month excluding service tax					
3	Charges for extra kilometer for use beyond 2500 Kms per month					
4	Charges for extra hour of use beyond 350 hours per month					
6	Drivers Bata for use of vehicle during outstation trips (rate per day)					

ON MONTHLY BASIS TEMPO TRAVELER NON A/C – 2 Nos.

S.No.	Particulars	Rate
1	Monthly rate per vehicle for minimum of 4500 Kms and on 12 hour basis	Rs.
2	Monthly rate per vehicle for minimum of 3000 Kms and on 12 hour basis	Rs.
3	Monthly rate per vehicle for minimum of 1500 Kms and on 24 hour basis	Rs.
2	Charges for extra kilometer for use beyond 4500/3000/1500 Kms per month	Rs.

ON MONTHLY BASIS AMBULANCE (MARUTI VAN OR EQUIVALENT)

S.No.	Particulars	Rate
1	Monthly rate per vehicle for minimum of 1000 Kms and on 24 hour basis with two drivers operation	Rs.
2	Charges for extra kilometer for use beyond 1000 Kms per month	Rs.

The requirement on monthly basis shall be as follows:

1. Maruti Swift (24 hours basis) : 1 No.
2. Maruti Swift (350 hours monthly basis) : 1 No.
3. Maruti Swift Desire (350 hrs basis) : 1 No.
4. Toyota Crysta (350 hours basis) : 1 Nos
5. Tempo Traveller Non A/C : 2 Nos
6. Ambulance : 1 No.

The above requirement is tentative. Based on need, IIT Tirupati will increase or decrease the fleet strength by giving two weeks notice.