

Tender Form Charges = Rs. 2,360/-  
(Rs. 2000/- + 18% GST)  
(Non-refundable)

**भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY**  
**NAGPUR**



**TENDER DOCUMENT FOR**

**“Hiring of Vehicles on Call Basis”**

**for IIT, Nagpur Campus Located at  
Survey No. 140, 141/1  
Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni,  
Village - Waranga, PO – Dongargaon (Butibori)  
District - Nagpur (Maharashtra) – 441108**

**TENDER NO.: IITN/ADMIN/Vehicle/2025-26/02**

DATE OF ISSUE OF TENDER	<b>30/05/2025</b>
LAST DATE OF SUBMISSION OF TENDER	<b>19/06/2025</b>
DATE OF OPENING OF TENDER	<b>19/06/2025</b>
ESTIMATED COST OF TENDER WORK	<b>Rs. 8 Lakhs / Annum</b>

**TOTAL PAGES – 18**

# भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

**TENDERNO.: IIITN/ADMIN/Vehicle/2025-26/02**

Invites Bids in Sealed Envelope for “**Hiring of Vehicles on Call Basis**” for IIIT, Nagpur Campus Located at Survey No. 140, 141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) District - Nagpur (Maharashtra) – 441108.

The Bidders can download the Tender Documents / Forms containing Detailed Specification, Terms and Conditions etc. from **30/05/2025, 12:00 PM** from Institute website viz. [www.iiitn.ac.in](http://www.iiitn.ac.in) as well as from Central Public Procurement Portal (CPPP) Website viz. <https://eprocure.gov.in>

They have to submit the bids by mentioning the Tender Notice No. and invariably submit a separate Bank Draft of **Rs. 2,360/- (Rs. Two Thousand Three Hundred and Sixty Only)** drawn in favour of The Director, IIIT, Nagpur **OR** Online Payment Receipt as Non-Refundable cost of Tender Form / Tender Processing Fees to Administrative Section, IIIT Nagpur in the sealed envelope during submission of the Tender.

The Bids are to be submitted in hard copies only and IIIT Nagpur will not be responsible for postal delay / non-receipt of Tender Form / DD sent through the post. Tender Forms duly filled in all respects only in the prescribed format, duly super-scribed, should reach office of the Registrar, Indian Institute of Information Technology, Nagpur, Survey No. 140,141/1 behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) Dist-Nagpur, Maharashtra - 441108 on or before **19/06/2025 up to 03:00 PM**. The Tender Forms are likely to be opened at **03:30 PM** on the same day. **TENDERS received after stipulated date and time will not be accepted.**

The Director, IIIT Nagpur reserves the right to accept or reject any or all of the submitted bids without assigning any reasons thereof.

For Complete details visit our Website: [www.iiitn.ac.in](http://www.iiitn.ac.in)

For inquiries, Contact: Administration Section, IIIT Nagpur Telephone: **9405215010** (During Working Hours only).

**REGISTRAR**

#### A. ESTIMATED COST OF TENDER

Details of Work	Amount (In Rs.)
<b>Hiring of Vehicle on Call Basis (Minimum 100 Kms / Day / 10 Hrs) (AC Vehicle)</b>	<b>Rs. 8 Lakhs per Annum (Including GST)</b>

**Note:** Meter will be considered from the starting point of users.

#### B. PAYMENT OF TENDER FEES

All the Bidders shall be required to submit Tender Form/Tender Processing Fees in the form of Bank Draft of **Rs. 2,360/- (Rs. Two Thousand Three Hundred and Sixty Only)** drawn in favour of The Director, IIIT, Nagpur and payable at Nagpur. Vendors registered with NSIC, MSMEs, etc. are exempted from the payment of the Tender Fee subject to submission of documentary evidence.

Alternatively, the Tender Fees/Tender Processing Charges may be paid Online by NEFT / RTGS in the following Bank Account:

Account Name	Indian Institute of Information Technology, Nagpur, GENERAL
Account Number	41759739179
Name of the Bank	State Bank of India, VRCE Branch, South Ambazari Road, VNIT, Nagpur
Bank Code	06702
IFSC Code	SBIN0006702
MICR Code	440002005

The Bidder is required to write name of the Company on back side of the Demand Draft or NEFT / RTGS Receipt. A copy of the receipt is to be attached with the hard copy of the submitted Bid.

The Tender Form/Tender Processing Fees is non-refundable.

#### C. EARNEST MONEY DEPOSIT (EMD)

The bidder shall invariably enclose the **EMD of Rs. 20,000/- (Rs. Twenty Thousand only)** for Tender in a separate envelope, in the form of Demand Draft drawn in favour of Director, IIIT, Nagpur payable at Nagpur. Vendors registered with NSIC, MSMEs, etc. are exempted from the payment of the EMD subject to submission of documentary evidence.

**Alternatively, the EMD may be paid Online by NEFT / RTGS in the given Bank Account.**

**Tender(s) without E.M.D. will be summarily rejected / unless exempted.** The EMD of not eligible bidders shall be returned after completing the due process. The EMD of L1 bidder shall be returned after submission of Security Deposit.

#### **D. BID SYSTEM AND INSTRUCTIONS FOR SUBMISSION OF BIDS:**

“Two Bid System” viz. **Technical / Qualifying Bid** and **Financial / Price Bid** will be followed for this Tender.

The Technical Bid and the Price Bid should be sealed by the bidder in two separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed with “**Hiring of Vehicles on call Basis for IIIT, Nagpur**” **Campus located at Survey No. 140, 141/1, Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) Tahsil- Nagpur (Rural) Dist.- Nagpur (Maharashtra)– 441108**”.

**For Technical / Qualifying Bid-** Envelope to be super-scribed with “**TECHNICAL / QUALIFYING BID**” and should be submitted with prescribed **Bid Security Declaration/ Tender Fees / EMD** and the associated supporting documents.

It is essential to fill all the forms completely to qualify the Technical Bid. Incomplete forms shall be summarily rejected. If needed, separate sheets should be enclosed for furnishing complete details.

**For Financial/Price Bid-** Envelope to be super-scribed with “**PRICE / COMMERCIAL BID**” the Price should be indicated in the prescribed format in the Price Bid only. Any other format will lead to disqualification.

Sealed envelope has to be submitted in the “Tender Box” kept in the Office of Indian Institute of Information Technology, Nagpur on any working day on **or before 19/06/2025 (3.00 PM)**.

Bids received after the last date and time of submission as indicated in the Tender Notice will not be considered and will lead to rejection. The bids received in time are likely to be opened on the same day at **3.30 PM. Tenders received after due date and time will be summarily rejected**

Each envelope / cover should clearly indicate the name and address of the Bidder.

#### **E. EVALUATION OF BIDS:**

IIIT Nagpur will evaluate and compare the tender(s) determined to be substantially responsive i.e., which:

- a) Are properly signed on each page and submitted in Original; and
- b) Confirm to the terms & conditions and specifications of the Tender Document.

**Conditional Tender(s) will not be accepted.**

The evaluation of the proposals shall be done in two stages:

- a. Technical Bid Evaluation.
- b. Financial Price/Bid Evaluation.

Institute shall evaluate the Technical Bids for essential eligibility criteria, submission of EMD / Bid Security Declaration / Tender Fees, submitted supporting documents and overall responsiveness in accordance with the Tender Document.

The technically qualified bidder(s) shall be intimated of the date, time and place of opening of Financial/Price Bid(s) and they may attend or depute their Authorized Representative to attend the opening of Financial Bid on the scheduled date & time. Maximum one representative shall be allowed during Price Bid opening.

**Financial / Price Bids of only technically qualified Bidders shall be opened.**

The Financial / Price Bid(s) shall be evaluated on the basis of the quoted price in accordance with the Price Bid Format provided in the Tender Document.

The Tender shall be decided (L1) only on the basis of the financial Bid score evaluated as per Table (B) Sr. No. 4 of price bid format, however the selected bidder has to match the L1 rates of the Table (A) Sr. No. 2, Table (A) Sr. No. 3 & Table (A) Sr. No. 4 of price bid format for extra charges.

The Lowest Bidder (L1) shall be awarded the Contract subject to fulfilment of all the conditions of the Tender.

**Selection Criterion in Case of Tie of Same Financial Bid Score of L1:**

1. In case of tie between two or more Vendors, the Agency having Higher no of vehicles engaged at Governments / PSUs / Bank / Central Autonomous bodies / Institutions for last 2 years (as per submitted documents) will be selected.
2. In case of tie in Clause 1 above, the Bidder Firm / Agency / Company with earlier date of registration / incorporation will be selected.

**F. GENERAL ELIGIBILITY CRITERIA**

**Bidder who fulfils the following requirements shall be eligible to apply: -**

1. The Bidder should have **Minimum Two years of experience** of providing Vehicle on Call Basis in Government Department / PSU / Banks / Central Autonomous Bodies / Institutions / Private Organisation. **(i.e. for 2023-24, 2024-25)**
2. Certificate of Registration / Incorporation of the firm / Agency / Company, If applicable.
3. **Bidder should in a position to provide vehicle of any of following make & model in each category: -**

**Category -1: Maruti Suzuki Dzire / Honda Amaze & Similar Cars.**

**Category -2: Maruti Suzuki Ciaz / Honda City & Similar Premier Sedan Cars.**

**Category -3: Innova Crysta & Similar SUV.**

4. Bidder should provide the details required in Annexure -1.
5. The bidder should not have been blacklisted by any Government Department / PSU / Bank / Central Autonomous Body / CFTI.

**G. GENERAL TERMS & CONDITIONS OF THE TENDER**

1. The Vehicle required to be provided as per Tender Document should be registered **on or after January 2023 only.**
2. Number of vehicles on Call Basis shall be one initially, which may be increase by Director, IIIT Nagpur / its Authorized Representative.
3. The vehicle shall be provided with a dedicated driver and both shall be at the disposal of the Institute Authority during the period of engagement. Further, during night hours if required the vehicle shall be stationed at the place as per instructions of the Competent Authority.
4. The vehicle should have up to date insurance, **Taxi permit (Commercial Vehicle)** and other required RTO Clearances.
5. Valid registration certificate, PUC, Road Tax Receipt, Insurance etc in original should be available in the vehicle at all time.
6. The vehicle should be in very good condition with trouble free and noiseless engine. IIIT Nagpur has the right to demand change of vehicle if not satisfied with vehicle's performance.

- 7. The contractor shall provide the experienced driver(s) with valid Driving Licence for driving the vehicle. The contractor shall be responsible for appropriate behaviour of driver and ensure that the driver performs duty while not under the influence of alcohol or any other intoxication.**
8. The engaged vehicles should not be changed without permission of the Director / Registrar.
9. The contractor shall provide mobile number of driver(s) to Director / Registrar for giving instructions and cost of the mobile expenses will be borne by the Contractor. The driver must have his own vehicle to commute to IIIT Nagpur campus, if required.
10. Any change in designated driver should be in concurrence with concerned authority at IIIT Nagpur at least 24 hrs in advance.
11. The driver(s) is required to follow IIIT Nagpur security procedures for the vehicles IN and OUT.
12. Normally the vehicle will operate in and around Nagpur. In case the vehicle has to travel outside Nagpur, the Institute shall pay the requisite toll taxes/parking charges as applicable on production of the receipt. During journey driver should not ask to pay the any money to pay for any charges to guest/user. Contractor/driver(s) has to pay the toll taxes/parking charges as applicable and submit the receipt to the institute along with monthly bill.
13. The contractor shall ensure proper upkeep of the vehicle with daily cleaning and regular servicing. The distance covered for taking the vehicle for servicing will not be counted in the IIIT Nagpur running account.
14. In the event of breakdown under any circumstances, it will be obligatory on part of contractor to arrange suitable vehicle without delay.
15. IIIT Nagpur will not be responsible for any damage to the vehicle or casualty to the driver or any other person which may arise during operating the vehicle & its full repairing.
16. For the vehicle offered on call basis shall offer 100 Kms / Day / 10 hours. The Bidder is required to quote in the Price Bid for the extra kms & extra hours.
17. The hiring charges should be inclusive of all costs i.e. Driver Salary, Vehicle Maintenance, Lubricants, Taxes etc. Renewal of the PUC, Insurance, Road Tax etc will be the responsibility of contractor at their own cost.
18. Payment will be made on monthly basis after submission & verification of the bill within 15 days. The payment will be made by account payee cheques or through NEFT/RTGS.
19. In case of the unsatisfactory performance, the Institute reserves the right to terminate the contract without assigning any reasons by giving 1 Month notice to contractor.
- 20. Bidder should submit CA certificate regarding non applicability of GST to his firm, if required.**
21. The firm should ensure that the driver to be provided must possess valid driving licence with 2 years experience and carry all the necessary documents (Registration Certificate, Insurance Papers, etc.) with him. The driver should behave well with pleasing manners and should have fair knowledge of Marathi / Hindi / English. He should be able to attend to any minor technical problems that may arise while using the car. He should always carry a mobile phone with him, as it will enable the Officer to contact him at any time. The driver who will attend the duty on monthly basis shall be approved by IIIT, Nagpur before engagement.
22. During the period of contract, no request for increase in the tariff will be entertained on any account.
23. The vehicle must be made available at any given time and day as informed by the Institute Authority.

24. The vehicle should report to the place of requirement as per directions of Institute Authority.
25. The Institute Authority will not be responsible for any challan, loss damage or accident to the vehicle or to driver.
26. The firms should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
27. The daily record indicating time and mileage for vehicle shall be maintained.
28. Duration of the contract shall be 1 Year initially extendable by another Two (2) Years subject to appraisal and review by the Institute authorities year wise and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before One Year by giving notice of one month to this effect.

#### **H. COMMENCEMENT OF CONTRACT:**

The Successful Bidder shall commence the work from the date which shall be intimated by the Institute in the Work Order.

#### **I. SECURITY DEPOSITE:**

The Selected Bidder shall be required to submit a Security Deposit within 10 Days from the date of receipt of the Intimation Letter from the Institute for an amount equal to **5% of estimated cost of the tender i.e. Rs. 40,000/- (Rupees Forty Thousand Only)**.

The Security Deposit shall be furnished in the form of Demand Draft of any Scheduled Bank drawn in favour of the Director, IIIT Nagpur and payable at Nagpur. Alternatively, the Security Deposit may be paid Online by NEFT / RTGS in the given Bank Account.

This Security Deposit shall remain with the Institute, interest free, as Security for the entire duration of the Contract and will be replenished from time to time in case of deductions, if any, by the Institute towards recovery from the Agency. The aforesaid Security Deposit shall be returned to the Agency after termination / expiry of the contract, after deductions, if any, made by the Institute.

#### **J. PAYMENT TERMS & CONDITIONS:**

1. The Selected Bidder shall submit the proper invoice on or before 5<sup>th</sup> day of each month to the designated Officer of IIITN.
2. After processing of the Invoice and approval of the Competent Authority, the Invoice shall be forwarded to Accounts Section for payment purpose. Income Tax as per IT Act and TDS under GST Act (if applicable) will be deducted from the bill.
3. The payment has to be made within 15 days of receipt of the invoice through Account Payee Cheque or through NEFT / RTGS.

#### **K. PENALTY:**

In the event of non-satisfactory performance by the selected bidder or failure to provide efficient services, a penalty of Rs. 1,000/- per event shall be levied. However, the total penalty shall not exceed 5% of the invoice value for the period of non-performance.

The Institute shall at any time be entitled to determine and terminate the Service Contract after issuance of three Show Cause Notices or for any reason including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever.

#### **L. TERMINATION:**

The Agency may also terminate the Contract by giving **Three Months notice** in writing to the Institute without assigning any cause.

Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever. A notice in writing from the Institute to contractor shall be served, giving 30 (Thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof.

If all or part of the contract is terminated in accordance with the provisions contained above, the Institute shall pay to contractor charges up to the effective date of termination. However, the termination of the contract shall not relieve the contractor any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.

#### **M. SINGLE BID BY INDIVIDUAL BIDDER:**

Each Bidder shall submit only one bid.

#### **N. VALIDITY OF TENDER**

Tender and the Price Bid shall remain valid for a period of not less than 180 days after the deadline date specified for submission.

**Any amendment or corrigendum regarding the Tender will be issued on the Institute Website only.**

For any disputes, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.

All Communications are to be addressed to –

**The Director,  
Indian Institute of Information Technology, Nagpur  
Survey No. 140, 141/1, Behind Br. Sheshrao Wankhade  
Shetkari Sahkari Soot Girni, Village - Waranga,  
PO - Dongargaon (Butibori),  
Dist.- Nagpur (Maharashtra)-441108**

**REGISTRAR**



**The Bidder should clearly specify Yes / No in the following format towards compliance of the Technical Bid Evaluation Criteria**

Sr. No.	Particulars	Criteria	Yes/ No	Page No.
1	Submission of Tender Form Charges  <b>Tender Fee: Rs. 2360/-</b>	To be submitted in the form of Demand Draft of a Scheduled Bank in favour of the Director, IIIT Nagpur payable at Nagpur OR through Online Payment Mode. Bidder should write name of firm and address on the reverse side of DD/Online Payment Receipt.  Vendors registered with NSIC, MSMEs etc. are exempted from the payment of Tender Fee subject to submission of documentary evidence.		
2	Submission of Earnest Money Deposit / Bid Security Declaration  <b>EMD: Rs. 20,000/- (Rupees Twenty Thousand Only)</b>	Demand Draft drawn in favour of the Director, IIIT, Nagpur to be enclosed with the Tender in a separate envelope. Alternatively, the EMD may be paid Online by NEFT / RTGS in the given Bank Account.  Vendors registered with NSIC, MSMEs etc. are exempted from the payment of EMD subject to submission of documentary evidence.		
3	The Bidder should have Minimum <b>Two years of experience of providing Vehicle on Call Basis in Government Department / PSU / Banks / Central Autonomous Bodies / Institutions / Private Organisation.</b>  <b>(i.e. for 2023-24, 2024-25)</b>	The details of the experience to be provided in <b>Annexure-1</b> along with copies of the Work Order / Experience Certificate.  Vendors registered with NSIC, MSMEs etc. are exempted from year of experience subject to submission of documentary evidence.		
4	Certificate of Registration / Incorporation of the Firm / Agency / Company, If applicable.	Attach valid Certificates.		

5	<p>Bidder should in a position to provide vehicle of any of following make &amp; model in each category: -</p> <p><b>Category-1:</b> Maruti Suzuki Dzire / Honda Amaze &amp; Similar Cars</p> <p><b>Category-2:</b> Maruti Suzuki Ciaz / Honda City &amp; Similar Premier Sedan Cars</p> <p><b>Category-3:</b> Innova Crysta &amp; Similar SUV</p>	<p>Attach copy of all the valid relevant documents of Vehicle like RC, Insurance, PUC, etc.</p> <p>OR</p> <p>If Bidder intended to provide new vehicle of mentioned make &amp; model then undertaking should be given for document submission.</p>		
6	Bidder should provide the details required in Annexure -1	<p>Attach <b>Annexure-2.</b></p> <p>Copy of valid GST Registration or Undertaking and valid PAN Card should be attached</p>		
7	The Bidder should not have been blacklisted by any Government Department / PSU / Bank / Central Autonomous Body / CFTI.	Affidavit on Rs. 100/- Stamp Paper in prescribed <b>Annexure – 3</b> to the effect that the Bidder is not blacklisted by any Government Department / PSU / Bank / Central Autonomous Body / CFTI as on the date of Tender submission. Undertaking on Letterhead shall not be accepted.		
8	Submission of Letter of Transmittal	The Bidder should submit the Letter in the prescribed <b>Annexure – 4.</b>		
9	Letter of Proposal Submission	The Bidder should submit the Proposal in the prescribed <b>Annexure – 5.</b>		
10	Submission of Price Bid	The Bidder should submit the Price Bid in a separate sealed cover in the prescribed <b>Annexure – 6.</b>		

**BIDS OF AGENCIES NOT MEETING ABOVE ELIGIBILITY CONDITIONS & INDICATED SUPPORTING DOCUMENTS WILL BE SUMMARILY REJECTED.**

**DETAILS OF WORK EXPERIENCE**

<b>Sr. No.</b>	<b>Name of the Government Department / PSU / Bank / Central Autonomous Body / Private Organisation</b>	<b>Period of Contract</b>		<b>Total Period</b>	<b>Contract Cost / Month</b>	<b>Make &amp; Model of Vehicle</b>
		<b>From</b>	<b>To</b>	<b>Years</b>	<b>In Rs.</b>	

Please attach supporting Work Orders / Experience Certificates / Successful Completion Certificate. **(For Two years i.e. 2023-24, 2024-25)**

## DETAILS OF THE BIDDER

(To be filled by the Bidder)

1	Name & Address of the Agency	
2	Name & Address of the Authorized Person	
3	Telephone, Mobile No., Fax No. and e-mail address of the Agency & the Authorized Person	
4	Legal Status of the Bidder: a) A Proprietary Firm c) A Partnership Firm d) A Limited Company	
5	Registration No of Firm (Attached relevant document)	
6	Date of Firm / Agency / Company Registration /Incorporation.	
7	Name, Address and Contact Numbers of the Director(s)	
8	GST Registration No. (Attached relevant document)	
9	PAN No. (Attached relevant document)	
10	Phone No.	
11	Email-ID	
12	Branch office in Nagpur address	
13	Bank Details of the Agency	

**Format for Affidavit on Rs. 100/- Stamp Paper**  
**(Any prior affidavit in a different format shall not be considered)**

I / We ..... age ..... residence of ..... hereby declare that .....(Name of the Agency) has not been debarred and / or blacklisted by any Government Department / Public Sector Undertaking / Bank / Central Autonomous Body / Private Sector entity in last Two Years as of the last date of submission of the Bid.

(Name, Designation and Address of the Executants)  
(Seal)

**DEPONENT**

Date: -

Place: -

**VERIFICATION**

I, the above-named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to the best of my knowledge & belief. No part of the same is false and nothing material has been concealed therein.

Verified at .....on this the .../.../.....

(Name, Designation and Address of the Executants)  
(Seal)

**DEPONENT**

**Solemnly affirmed and signed before me by the deponent on this .....of..... 2025 at my office. (Judicial Magistrate First-Class / Notary Public / Oath Commissioner)**

**LETTER OF TRANSMITTAL**

From:  
[Full address of the Agency]

To,  
The Director  
Indian Institute of Information Technology, Nagpur  
Nagpur-441108

Sub: Submission of Tender for “Hiring of Vehicles on Call Basis” for IIIT Nagpur.

Sir,

Having examined the details given in invitation for Technical / Price Bid published in the newspaper and Technical Bid Document for the above work, we hereby submit the application with complete details.

1. We certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre- qualifications and have no further pertinent information to supply
3. We authorize the Director, IIIT NAGPUR to approach the Bank issuing the certificate to confirm the correctness thereof. We also authorize the Director, IIIT Nagpur to approach individual(s), employer(s), Firm(s) and corporation(s) to verify our competence and general reputation.

Signature of the Bidder  
Seal of the Agency  
Date:

**LETTER OF PROPOSAL SUBMISSION**

To  
The Director  
Indian Institute of Information Technology, Nagpur  
Nagpur-441108.

Dear Sir,

We, the undersigned, offer to provide our services for the work of “**Hiring of Vehicles on Call Basis**”, for IIIT, Nagpur Campus Located at Survey No. 140, 141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori) District - Nagpur (Maharashtra) – 441108 in accordance with your Tender Notice.

We are hereby submitting our proposal, which includes this Technical Proposal and Financial Proposal duly sealed in accordance with the directions provided in the Tender Document.

We hereby declare that all the information and statements made in this proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our proposal is accepted, to initiate the work related to the assignment not later than the date indicated in the Work / Office Order.

We understand that you are not bound to accept any proposal you receive.

Yours Sincerely,

**Signature of the Bidder**

**Seal**

**Date**

**भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR**

**PRICE BID**  
**For**

**“Hiring of Vehicles on Call Basis for IIIT,  
Nagpur”**



**FINANCIAL / PRICE BID**  
**Tender No.: IITN/ADMIN/vehicle/2025-26/02**

**“Vehicle on Call Basis (Minimum100 Kms / Day / 10 Hrs) (AC Vehicle)”**

**Table (A) :**

Sr. No.	Particulars	Unit	Rates (Diesel / Petrol AC Vehicle Only) in Rs. Including taxes		
			Category-1	Category-2	Category-3
			Maruti Suzuki Dzire / Honda Amaze & Similar Cars	Maruti Suzuki Ciaz / Honda City & Similar Premier Sedan Cars	Innova Crysta & Similar SUV
1	Rates for <b>Minimum100 Kms / Day / 10 Hrs</b> including Fuel Cost, Maintenance Cost and Driver Charges.	<b>Rs. / Day</b>			
2	Charges for Extra per Km (Above 100 Kms.)	<b>Rs. / Km</b>			
3	Charges for Extra per Hrs (Above 10 Hrs.)	<b>Rs. / Hrs</b>			
4	Other Charges, if any * –	Driver Outstation Charges: Rs. _____/- Driver Night Halting Charges: Rs. _____/- Any other Charges: Rs. _____/- *(The above charges will be same for all three categories of cabs)			

**Table (B) : Criteria for Selection of L1 Party:**

Financial bid evaluation methodology is as below			
Sr. No.	Category	Weightage	
1	<b>Category-1:</b> Maruti Suzuki Dzire / Honda Amaze & Similar Cars	40	Quoted Price in Table (A) Sr. No. 1 will be multiplied by 40.
2	<b>Category-2:</b> Maruti Suzuki Ciaz / Honda City & Similar Premier Sedan Cars	40	Quoted Price in Table (A) Sr. No. 1 will be multiplied by 40.
3	<b>Category-3:</b> Innova Crysta & Similar SUV	20	Quoted Price in Table (A) Sr. No. 1 will be multiplied by 20.
4	<b>Total Financial Bid Score</b>	<b>Grand total will be divided by 100 to drive the financial bid score. i.e.</b> <b>Score = (Table (B) Sr. No. 1 + Table (B) Sr. No. 2 + Table (B) Sr. No. 3) / 100</b> <b>Bidder with the lowest score will be the L1 Bidder</b>	

**Ex: Illustrative Example for Selection of L1 Party:**

Sr. No.	Particulars	Unit	Rates (Diesel / Petrol AC Vehicle Only) in Rs. Including taxes			Financial bid evaluation methodology is as below:
			Category-1	Category-2	Category-3	Score = (Table (B) Sr. No. 1 + Table (B) Sr. No. 2 + Table (B) Sr. No. 3) / 100
weightage			40	40	20	Total Financial Bid Score
Vendor-1	Rates for Minimum100 Kms / Day / 10 Hrs including Fuel Cost, Maintenance Cost and Driver Charges.	Rs. / Day	88	100	120	(88x40 + 100x40 + 120x20) / 100 = 99.2
Vendor-2			90	95	105	(90x40 + 95x40 + 105x20) / 100 = 95 (L1 Bidder)
Vendor-3			95	110	125	(95x40 + 110x40 + 125x20) / 100 = 107

**Note:** Although Vendor-2 is the selected L1 bidder overall, they are required to match the L1 rates quoted by either Vendor-1 or Vendor-3 (whichever is lower) for the extra charges listed under Table (A) - Sr. No. 2, Sr. No. 3, and Sr. No. 4 in the price bid format.

1. The Tender shall be decided (L1) only on the basis of the financial Bid score evaluated as per Table (B) Sr. No. 4 of price bid format, however the selected bidder has to match the L1 rates of the Table (A) Sr. No. 2, Table (A) Sr. No. 3 & Table (A) Sr. No. 4 of price bid format for extra charges.
2. Institute shall evaluate the reasonability of rates of the quoted price.
3. The rates quoted by the bidder shall be on call basis, Minimum 100 Kms / Day / 10 Hrs basis as per above format and shall be fixed for the duration of Contract. No deviation shall be permitted.
4. For Outstation Duty, the normal working hours will be 10 Hours from the start of the Duty. For extra working hours beyond 10 Hrs, extra charges per Hours will be applicable.
5. In case of tie between two or more Vendors, the Agency having higher number of vehicles engaged at Governments / PSUs / Bank / Central Autonomous bodies / Institutions / Private Organisations for last 2 years (as per submitted documents) will be selected.
6. In case of tie in Clause 5 above, the Bidder Firm / Agency / Company with earlier date of registration / incorporation will be selected.

**Signature of the Bidder**

**Seal**

**Date**

**Signature of Bidder with Seal and Date**