

**TENDER NOTICE FOR PROVIDING TRANSPORT SERVICES**

Advt. No: IIIT-K/04/V/18-19

DATE: 05<sup>th</sup> September 2018

Sealed Tenders in “**Two Bid System**” are invited from Transport Agencies meeting the prescribed qualifications as per the attached technical bid towards providing transport services to Indian Institute of Information Technology, Kottayam for a period of two year, tentatively w.e.f November 2018.

SI	Type of Vehicle required on monthly basis	No. of Vehicles Required*
1	Mini Bus (20 Seat) / Similar Vehicles	01
2	Tata Winger / Nissan Evalia/ Mahendra Bolero/ Similar Vehicles	01
3	Innova/ Qualis/ Tavera/ Scorpio/ Similar vehicle.	01
4	Different types of vehicles (as per details in financial bid on daily basis / per call basis)	As required

\*The quantity mentioned are approximate only and may change according to the requirements.

2. Tender along with the terms and conditions can be downloaded from our website [www.iiitkottayam.ac.in](http://www.iiitkottayam.ac.in).
3. Tender fee of Rs.525/- (Rupees Five Hundred and Twenty Five Only) and Earnest Money Deposit (EMD) of Rs.50000/- (Rupees Fifty Thousand Only) has to be paid in the form of DD favouring IIIT-KOTTAYAM
4. The technical bid and financial bid should be submitted in **Individual separate sealed envelopes**, which shall again to be put in the duly sealed envelope super scribing the “**Tender for Transport Services – IIIT-K**” and quoting the tender number and last date of submission. All the covers should bear seal of the agency and to be addressed to “The Director, IIIT-K”.
5. All the pages of the bid documents are to be signed by the authorized representative of the firm with seal.

Last date for submission of Tender Documents : **24 September 2018 at 3:00 PM**  
 Date of Opening of Technical Bids : **24 September 2018 at 3:30 PM**



Assistant Registrar (Admn.), IISER TVM  
 Officer In-charge, IIIT-K



Temp Campus: C/o IISER TVM,  
Computer Science Building, CET Campus,  
Engineering College (PO),  
Thiruvananthapuram-695016.  
Kerala, India, Phone: 0471 2599144

(An Autonomous Institute of the Government of India on PPP  
model)

Regd Office: Karoor, Valavoor P.O, Kerala -686635, India  
[www.iiitkottayam.ac.in](http://www.iiitkottayam.ac.in)

**Cover-1**

## **TENDER NOTICE FOR TRANSPORT SERVICES**

ADVT NO. No: IIIT-K/04/V/18-19

DATE: 05<sup>th</sup> September 2018

# **TECHNICAL BID**



## **GENERAL TERMS & CONDITIONS**

The offer to the Notice Inviting Tender shall be in two parts viz:

- Technical Bid and
  - Financial Bid
1. **Technical Bid** should consist of the following:
    - a) **GST Registration certificate(Copy)**
    - b) **PAN of the Agency/Firm (copy)**
    - c) **Travel Agency/Company Registration Certificate (copy)**
    - d) Details of vehicles owned, Details of employees, Experience (in years), existing client list (with proof)
    - e) **EMD of Rs. 50,000/- in the form of DD favouring IIIT-KOTTAYAM**
    - f) **Tender Cost** of Rs. 525/- in the form of DD in case of downloaded tender documents
    - g) **Bank Details** of the agency (A/c No., Name of the Bank, Branch etc..)
  2. No deviations from the tender conditions will be accepted under any circumstances. ***Technical bids without the items as mentioned in (1) will not be considered for evaluation.***
  3. **Financial Bid** should be given in the enclosed format (Annexure-2) and shall consist of the rates with break-up details.
  4. The technical bid and financial bid should be submitted in **individual separate sealed envelopes**, which shall again to be put in the duly sealed envelope super scribing the "**Tender for Transport Services – IIIT Kottayam**" and tender number. All the covers should bear seal of the agency.
  5. The contracting agency/firm/company should have the minimum **TWO YEARS** experience as on 31 July 2018 in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization. The copy of contract agreement / work order (except the rates) to be submitted as proof.



6. The agency / firm should be registered with the state/central authorities as prescribed in (1).
7. The contracting agency/firm/company should be based at **Kottayam** or having its office in Kottayam/Pala for smooth facilitation.
8. Multiple bids by the single bidder or its allied firms will be summarily rejected.
9. All the pages of the Tender form should be submitted along with technical bid and each and every page of the tender document should bear the rubber stamp and signature of the authorized signatory as an acceptance of the terms and conditions of the tender.
10. Rates quoted should be inclusive of all and nothing shall be paid by IIIT-Kottayam in addition to the rate quoted by the Tenderer. Conditional tenders will be rejected summarily.
11. As far as possible no correction in the figures are to be avoided. Corrections, if any, should be attested with dated initials by the same party who is signing the Tender form. Overwriting will render the tender null and void will be rejected.
12. Any attempt to negotiate or influence directly or indirectly from tenderer's side will result to disqualification.
13. Only Technical Bids shall be opened on the scheduled date **24 September 2018 at 3:30 PM at the transit campus of the Institute at GIFT campus, Chavadimukku, Thiruvananthapuram**. You are at liberty to be present/authorize a representative to be present during the opening of tenders at the time and date as specified above. The Financial Bid of only those bidders whose technical bid is accepted by the Technical Evaluation Committee (TEC) shall be opened for which email intimation will be given.
14. In case the date of opening of tender happens to be a holiday then the tender will be opened on the next working day at the same time and place for which no communication will be given.
15. Institute reserves the right to choose, accept or reject or withdraw any part or full tender(s) at any stage without assigning any reason. The decision of institute in this regard is firm and final.
16. Institute also reserves the right to award the contract to one/more than one agency depends on the gravity of the requirement and classification of vehicles.
17. The contract will be awarded on technically qualified lowest bidder(s).
18. The bidder(s)/agency, whose tender is accepted, should send a confirmation letter immediately to IIIT-Kottayam conveying his acceptance of the terms and conditions and the rates.



19. **Performance Bank Guarantee:** The successful bidder should submit a Performance Bank Guarantee (PBG)/Demand Draft within 15 days equal to 10% of the total annual contract amount or Rs.1,00,000/- (Rupees One lakh rupees only) whichever is higher . The PBG will be released only after successful completion of contract period/extended contract period, whichever is later. In case the bidder fails to deposit the P.B.G/D.D within the time limit, the offer of acceptance will be treated as cancelled and in such event, the contract may be awarded at the discretion of the competent authority, to the next bidder at the lowest approved rate and the EMD so deposited by the withdrawn bidder will be treated as forfeited.
20. Institute will issue the Lol to the selected bidders for commencing the services .Failure in accepting the Lol will be treated as withdrawal from the tender commitments and forfeiture of Bid Security/EMD.
21. The successful bidder(s) shall execute an agreement detailing the terms and conditions within the time as may be specified by IIIT Kottayam.
22. The contract will be valid for a period of two years starting from the date of signing the contract agreement which shall be extendable to further years depending on the performance of the contractor. It can however be terminated by either parties at any time giving two months' notice.
23. The contracting agency/firm/company and the IIIT Kottayam shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Kottayam.

### **Other Terms and conditions of the contract**

1. The vehicles supplied by the agency should be in excellent running condition of **2014** model and above. The vehicle should be in road worthy condition with good interiors, accident free and fully insured. Luggage carrier to be provided wherever asked for.
2. The vehicles should have neat & hygienic seat covers, first aid box, mandatory spares (spare wheel, fuses, spark plug, fan belt etc.) and tool kit.
3. All vehicles provided by the agency should be insured for unlimited passenger liability. In case of violation in insurance documents, IIIT Kottayam will have the rights to prefer the full claim from the agency/contractor.

The vehicles provided should conform to Motor Vehicle Inspection Standards.



5. The vehicles provided by the agency should have registration as commercial vehicle with Yellow Number plate.
6. All vehicles provided by the agency should have log book with standard formats. The log book should also have the provision of recording complaints and poor services noticed by the institute staff/end-user. In case of deficiency of services/complaints, the institute may impose penalty, which will be deducted from the monthly bill of the agency. The decision of the institute administration will be final and binding on the contractor in this regard.
7. The vehicles inspected and approved by IIIT Kottayam only to be provided for service on regular basis during the contract period. Periodical inspection shall be carried out by the Institute on vehicles.
8. Vehicles provided as replacement /standby should also be get approved by the concerned official of the Institute.
9. No dead mileage will be paid by IIIT Kottayam for reporting/return of vehicles to or from place of duty. The "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches IIIT Kottayam and the vehicle leaves IIIT Kottayam premises.
10. In case a vehicle is requisitioned and the same does not reach at the designated time and place, IIIT Kottayam will be free to call required vehicle from any other supplier from open market and the expenses on this account will be recovered from the dues / pending bills.
11. The agency should be able to replace the vehicles that are not roadworthy or older models than specified or which are found without valid documents. The agency should also replace the drivers who are found misbehaving, missing trips, tampering the log sheets, refusing to do duty etc.
12. The contractor should ensure that the details of their vehicles, name and address of the driver and mobile numbers are given to the Administration dept. of the Institute.
13. The agency should have proper office with telephone/mobile numbers manned at all times, enabling institute to contact them at any time. The agency shall assign a supervisor, at their own cost, who shall be responsible for immediate interaction with IIIT Kottayam so that optimal services could be availed without any disruption. The supervisor assigned by agency should be conversant in handling email communication to confirm vehicle requisitions/ allotments/details. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The



supervisor should be accessible on holidays / Sundays also for satisfying IIIT Kottayam's vehicle requirements.

14. The drivers of the vehicles must be soft spoken and must be in standard uniform as decided by the state government authorities for private taxi drivers. **As far as possible the drivers assigned should not be changed during the tenure of the contract and the changes if any has to be made should be informed in advance and to be with the consent of the Institute.**
15. The contracting agency/firm/company shall deploy drivers at the site only after police verification. All drivers deployed on IIIT Kottayam site should carry Identity Card issued by the contracting agency. The drivers must be neatly dressed while on duty, well mannered, courteous with proven integrity with healthy personal habits and should be able to contact at any point of time. In the event of misbehaviour on the part of drivers, IIIT Kottayam may impose penalty as deemed fit on the contracting agency/firm/company including replacement of Driver.
16. The drivers of the vehicles deployed on IIIT Kottayam site shall obtain the duty slips every day from IIIT Kottayam officials and Drivers shall maintain the log book (timings and mileage for each vehicle) on daily basis and obtain signatures of the users immediately after every duty. IIIT Kottayam officials may demand this log book at any time for inspection. It is driver's responsibility to obtain the signature of the end-user with starting kilometer & ending kilometer after rendering the particular trip.
17. The vehicles which are assigned on monthly basis should be available at our institute's premises round the clock(on all days in a month,24/7) and the meter reading should be brought to the notice of the person in-charge in the Administration & recorded in the register on daily basis.
18. The vehicles which are assigned on daily/monthly basis should be available at our institute's premises in the stipulated time and the meter reading should be brought to the notice of the person in-charge in the Administration & recorded in the register on daily basis.
19. In case of requirement any additional no. of vehicles during the contract period, the same has to be provided at the contract rates only and requirement of vehicles on Sundays and other Holidays of institute also to be met at the approved rates.
20. In case, the vehicles are to be sent for outstation duty, Institute will pay for state taxes/toll fees as applicable.



21. In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
22. In case of accidents, the agency will be solely responsible for the same. IIIT Kottayam will not enter into any litigation whatsoever under any circumstances.
23. In case the agency's staff suffer any injuries/damages or met with an accident in the institute premises or outside the premises, during discharge of duties, the entire cost of compensation should be borne by the agency.
24. The agency shall be responsible for all claims from third parties in the event of any accident (including for the staff of the Institute). Institute will not be liable for any specific or consequential damages of any kind whatsoever.
25. The rates for additional kilometre on monthly basis and or rate per hour beyond 12 hours for per day call basis will be paid, as decided by the Institute as mentioned in the Annexure. Rate revision as per clause 26 will also be applicable for the rates.
26. Request for rate revision will be entertained and compensated only if the prices of fuel (Diesel) increase beyond 15% from the date of commencement of contract. Any upward revision of fuel prices during the finalization of contract will not be a part of this 15%. Also, in case fuel prices fall below 15%, the same benefit will be passed to the institute. Every 15% increase or decrease in fuel prices will lead to a corresponding 5% increase or decrease in quoted rates.
27. **Payment:** 100% payment for their services rendered during the previous month within 30 days against submission of bill with supporting log book copies, trip sheets/duty slips etc... It is therefore necessary that log book be signed by the end-user, using the vehicle. The payment will not be made for the particular trip(s) where the details of the trips are not entered and signed by the end-user. IIIT-Kottayam will not entertain any correction/signature obtained from the end-user or other personnel in the later date for such events.
28. **Periodical report of tax submission to the tax authorities to be submitted.** In case of failure the amount will be deducted from the subsequent bills. Balance due if any will be adjusted from the security deposit.
29. The contractor should at all times comply with all directions and instructions of IIIT Kottayam. Non-compliance of instructions may lead to termination of agreement/contract.



## **UNDERTAKING**

I/We \_\_\_\_\_ have carefully gone through and understood the contents of the tender. No: IIIT-K/04/V/18-19 dated 05<sup>th</sup> September 2018, and its terms & conditions and I/we undertake to abide myself/ourselves by all the terms and conditions set forth.

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)



# **DETAILS OF FIRM/AGENCY**

1	Name and Address of the FIRM/Agency with Telephone Number/Fax No/Mobile No.	
2	Status of Agency (Registered Co./Proprietary/Society/Registered under Shops & Establishment Act) (attach copy of Registration Certificate)	
3	GST Registration No. (attach copy of certificate)	
5	Permanent Account Number (PAN) (attach copy)	
6	Number of Employees employed by the bidder/agency	
7	Details of number of vehicles owned by the agency and others  (attach proof)	
8	Experience in the field of Transports/Travels (in Years) (Details of clients of last three years to be furnished along with proof such as work order / contract agreement )	
9	Nature of any other business run by the agency	
10	Address/Location of the office from where the vehicles are assigned and monitored to clients	
11	Details of Vehicles owned by the agency (Make, Model and Registration No.) (To be attached in separate sheet)	



12	Bankers Name and Address	
13	Bankers IFSC Code	
14	Details of EMD (DD No., date & amount) (to be submitted alongwith technical bid)	

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)



## **CHECK LIST FOR ATTACHMENTS**

**(Put a “tick” in the appropriate column)**

<b><u>Sl</u></b>	<b><u>Attachment</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
(a)	Address Proof		
(b)	Copy of Registration Certificate		
(d)	Copy of GST Registration Certificate		
(e)	Copy of Pan Card		
(g)	Details of Vehicles Owned		
(h)	Proof of experience		
(i)	Bank Details with IFSC code		
(j)	EMD (for Rs. 50,000/- in the form of DD)		
(k)	Tender Fee (Rs. 525/- )		
(l)	Signed copy of tender form		
(m)	Undertaking		

Date:- \_\_\_\_\_

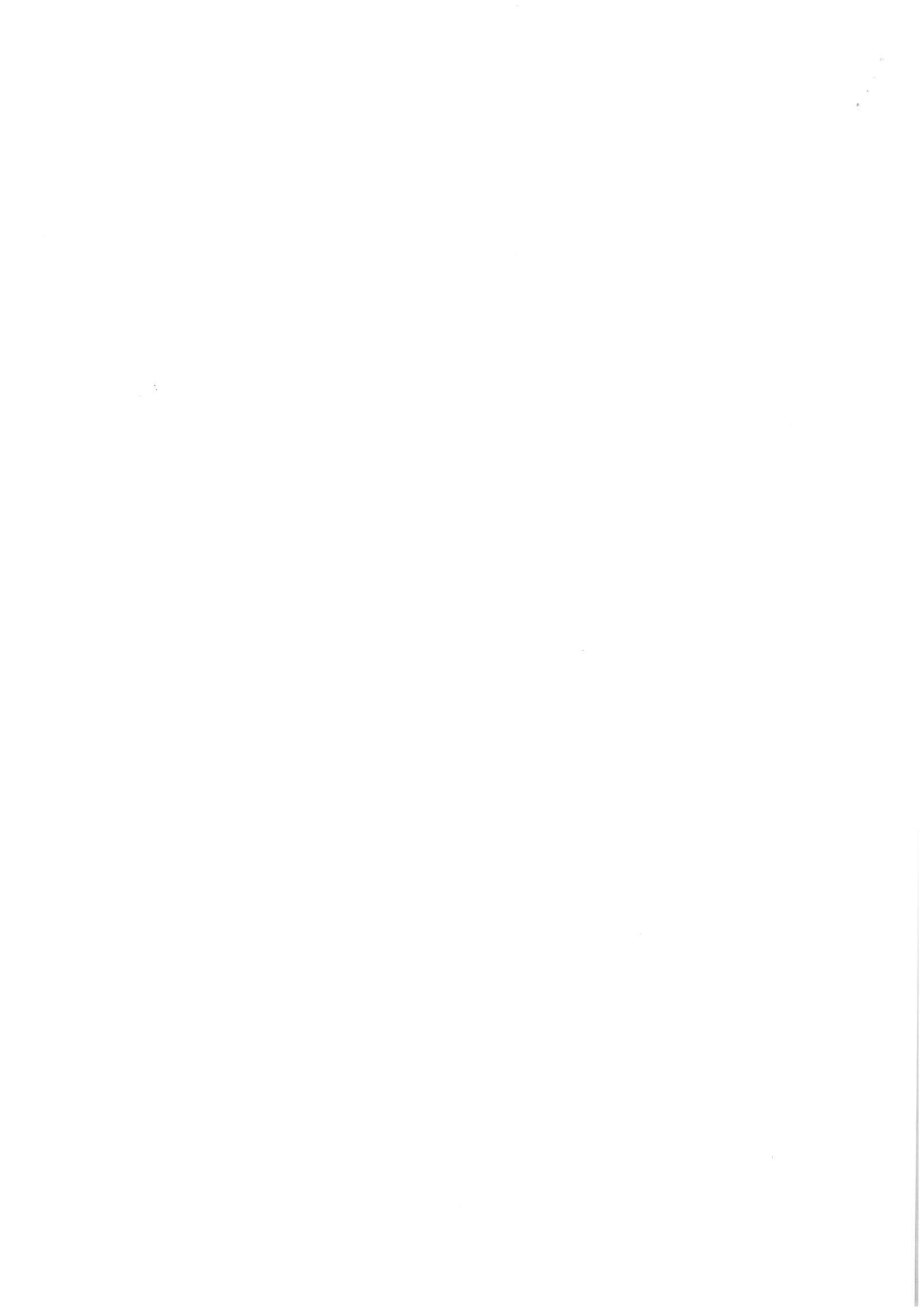
SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

NAME \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)





**Temp Campus:** C/o IISER TVM,  
Computer Science Building, CET Campus,  
Engineering College (PO),  
Thiruvananthapuram-695016.  
Kerala, India, Phone: 0471 2599144

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Regd Office: Karoor, Valavoor P.O, Kerala -686635, India  
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**Cover-2**

## **TENDER NOTICE FOR TRANSPORT SERVICES**

ADVT NO. No: IIIT-K/04/V/18-19

DATE: 05<sup>th</sup> September 2018

## **FINANCIAL BID**

**(To be submitted in duplicate)**





## **ON MONTHLY BASIS**

**(2500 Kms,(24x7) All Days in a month)**

**Rates quoted should be exclusive of GST**

Type of Vehicle	* Rate per month Total monthly Charges	*Rate fixed by Institute per Km beyond 2500 Kms.
<b>NON – AIR CONDITIONED</b>		
Tata Winger/Nissan Evalia/ Mahindra Bolero Similar Vehicle (for purchase of provisions from various locations/transportation of cooked food and utensils from kitchen to dining halls and back/transportation of staff and other assigned duties) <b>(Rate quoted should be for all days in a month / 24 Hrs with two drivers on shift basis)</b>		15.00
Mini Bus(20 Seat Capacity) 07.00 AM to 07.00 PM		20.00

### **AIR CONDITIONED**

Innova/Qualis/Tavera/Scor pio/ Similar vehicle. 07.00 AM to 07.00 PM		15.00
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**Note :**

1. Rate quoted should be inclusive of driver charges, uniform, bata, etc. If such rates / elements are quoted separately, the tender will be considered invalid
2. \*Rate fixed by the Institute for additional KM/ additional hours is inclusive of all charges like driver charges, uniform bata, etc.
3. GST will be paid in addition as per the prevailing rates from time to time.



**(Name & Signatory of Agency/firm with stamp)**



# **ON PER DAY CALL BASIS**

## **(80 kms / 12 Hours)**

**Rates quoted should be exclusive of GST**

Type of Vehicle	* Rate per day (80 Kms / 12 Hrs)	*Rate fixed by Institute per Km beyond 80 Kms	*Rate fixed by Institute per hour beyond 12 hours
<b>NON - AIR CONDITIONED</b>			
Ford Figo/ Tata Indica / , Toyoto Liva/ Similar Vehicle		09.00	90.00
Toyoto Etios/Swift Dzire Similar Vehicle		10.00	110.00
Innova/ Crysta/ Tavera/Innova/Scorpio/ Similar vehicle		15.00	170.00
Mini Bus (17 Seat Capacity)		15.00	235.00
Mini Bus (30-35 Seat Capacity)		30.00	250.00
Bus (49 Seat Capacity)		35.00	260.00

### **AIR CONDITIONED**

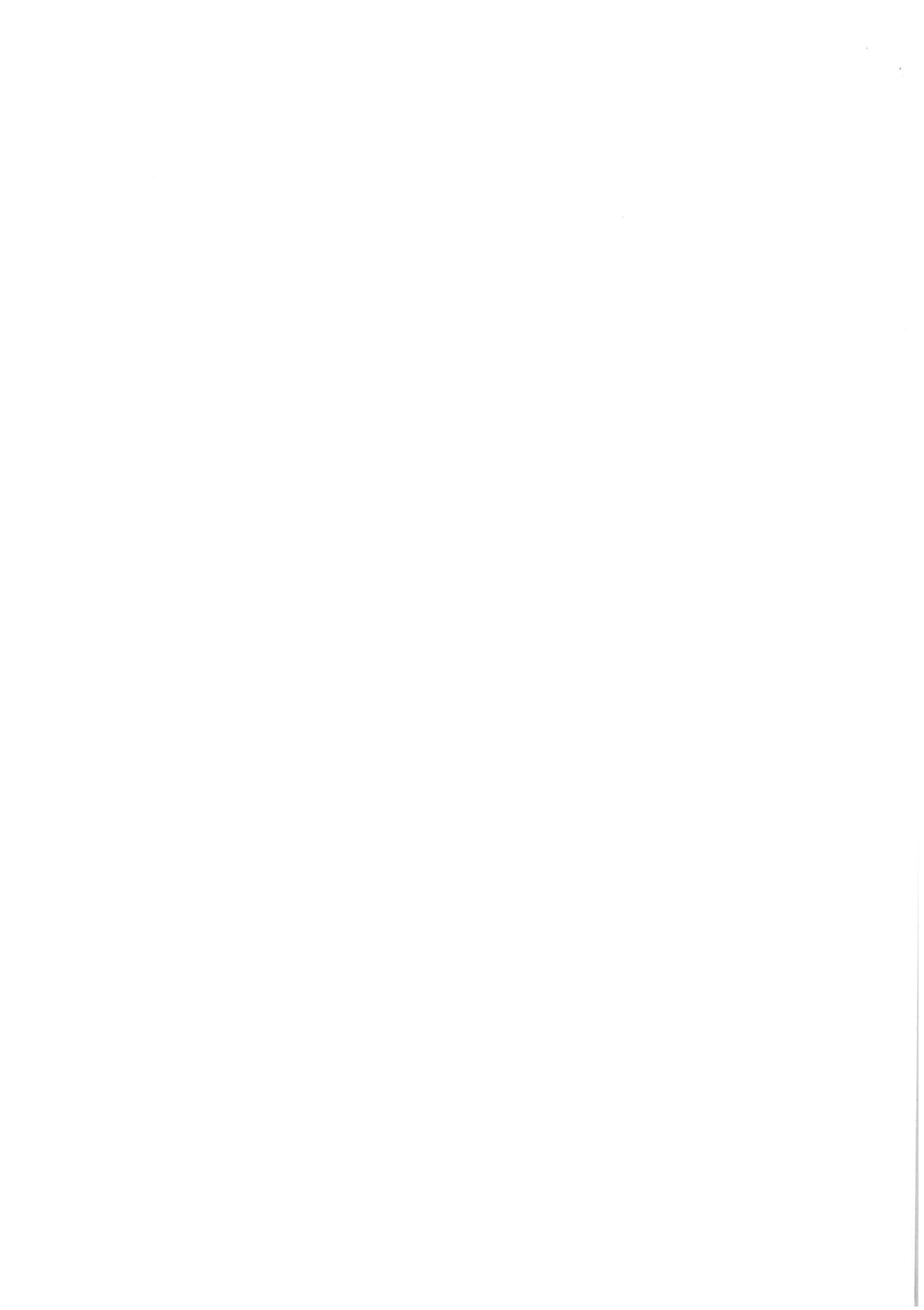
Ford Figo/ Tata Indica / , Toyoto Liva/ Similar Vehicle		10.00	95.00
Toyoto Etios/Swift Dzire Similar Vehicle		11.00	115.00
Innova/ Crysta/ Tavera/Innova/Scorpio/ Similar vehicle		16.00	175.00
Mini Bus (17 Seat Capacity)		16.00	240.00
Mini Bus (30-35 Seat Capacity)		31.00	255.00
Bus (49 Seat Capacity)		36.00	265.00

**Note :**

1. Rate quoted should be inclusive of driver charges, uniform, bata, etc. If such rates / elements are quoted separately, the tender will be considered invalid
2. \*Rate fixed by the Institute for additional KM/ additional hours is inclusive of all charges like driver charges, uniform bata, etc.
3. GST will be paid in addition as per the prevailing rates from time to time.



**(Name & Signatory of Agency/firm with stamp)**



**Notes:**

- 1) The rates for additional kilometre on monthly basis and or rate per hour beyond 12 hours for per day call basis will be paid, as decided by the Institute as mentioned in the Annexure. Rate revision as per clause 26 will also be applicable for the rates.
- 2) Additional charges will be paid only for use beyond 2500 Kms per month or 12 hours per day in case of monthly trips or 80 Kms or 12 hours in case of daily trips.
- 3) The time and milometer readings will be noted one at the time of reporting for duty at the Institute and the same will be the basis for calculation of bills.
- 4) Institute will bear the toll, parking charges etc. if any paid during the assigned trip on production of receipts.
- 5) The vehicles are to be assigned as per the time and place specified by the Institute. The time of commencement of duty will be counted only from that time and place.
- 6) Penalty as decided by the Institute will be imposed for late arrival, non-adherence of instructions from the part of agency / driver, misbehaviour with users etc.

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

NAME & Address of the Tenderer with seal



