

TENDER DOCUMENT FOR RATE CONTRACT FOR HIRING OF DIFFERENT TYPES OF VEHICLES

TENDER NOTICE

Sr. No.	Tender No. / Brief Description of the products	Contact Person
	IIIT Lucknow invites Sealed Tender in two bid system from registered/ reputed agencies/firms for Annual Rate contract for hiring of different types of vehicles like Dzire/Innova Crysta (white colour)(2019 Model), Tempo Traveller- 9/11/12/13/18/ 22 Seater, Bus - 22/35/50 Seater (AC/ NON-AC) Diesel/ Petrol/ CNG driven ON REGULAR BASIS/ Day-to-Day Requirement/ On Call Basis & As And When Required Basis for a Period of One Year.	DEPUTY REGISTRAR IIIT LUCKNOW For any query please contact on Email: dr@iiitl.ac.in No queries shall be entertained after the pre-bid meeting date.

IMPORTANT DATES

1.	Date of availability/publishing of Tender documents	03.05.2019 (10:00 A.M.)
2.	Pre-Bid Meeting date and time	09.05.2019 (11:00 A.M.)
3.	Last date & time of submission of Tender documents	24.05.2019 (5:00 P.M.)
4.	Date & time of opening of Technical Bids	27.05.2019 (3:30 P.M.)
5.	EMD Amount to be submitted	Rs. 20,000/-
6.	Item stated in requirement schedule	As stated at Annexure II & III

**Sd/-
Deputy Registrar**

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INSTRUCTIONS TO BIDDERS

1. Sealed tender are invited from reputed and registered travel agencies preferably stationed locally in Lucknow for hiring of **different types of vehicles like different types of vehicles like Swift Dzire/ SX4/Accent/ WagonR/Ciaz/Ecosport/ Xylo/ Innova Crysta (white colour) (2019 Model)/Tempo Traveller-11/18/ 22 Seater etc. (AC/ NON-AC) Diesel/Petrol/CNG** driven ON REGULAR BASIS AND/OR AS AND WHEN REQUIRED BASIS INITIALLY FOR A PERIOD OF ONE YEAR from the date of award of the contract.
2. The bidder is required to deposit **Earnest Money Deposit (EMD) of Rs. 20,000/-** (Rupees Twenty Thousand Only) in the shape of a Demand Draft favouring **"IIIT Society" payable at "Allahabad"** or Fixed Deposit Receipt or Banker's Cheque from any commercial Bank. **EMD should be submitted in a separate sealed envelope.**
3. Tender Form/Document should be complete in all respect and submitted **in two parts i.e.- Technical Bid and Financial Bid.** Each bid is to be placed in different sealed envelope while submitting (clearly mentioning "Technical Bid" and "Financial Bid") and which in turn are to be placed in one sealed cover. Sealed envelope should be received at Administration Section # Room No. 1917, IIIrd Floor, Admin Extension, IIIT Allahabad **latest by 24.05.2019 upto 5:00 P.M. Incomplete/conditional/late tenders or those without EMD** will be rejected. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm. Tender bids may be submitted by speed post/registered post/ordinary post/courier addressed to "Administration Section # Room No. 1917, IIIrd Floor, Admin Extension, IIIT Allahabad, Deoghat, Jhalwa-211015" and should be received in IIITL latest by **date 24.05.2019 upto 5:00 P.M.** Tender received after the due date and time shall not be considered. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.** Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the Top Left Hand corner **"IIITL/TENDER/VEHICLE/2019, dated 02.05.2019"** (as first line) and **"Tender for Rate Contract for different Types of Vehicles - EMD/Technical Bid/ Financial Bid (as the case may be)"** (as second line). This institute will not be responsible for any postal delay, holidays or any other reasons resulting in delay of submission/receipt of tender beyond the due date.

4. **Bid shall remain valid for a period of 90 days beyond the closing date of tender.**
5. The EMD shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. Unsuccessful bidders may collect the EMD (within next 15 days after finalization & award of the contract) from Administration Section, IIIT-L between 3PM and 5PM on any working day after providing a copy of any Photo Identity Card. After these 10 days EMD will be sent by registered post to the postal address provided by the firm/bidder. Representative may also collect the EMD on behalf of the bidder, after providing an authorization letter from the bidder along with a copy of his photo identity card. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
6. Terms and conditions of the tender shall be read in conjunction with the General conditions of contract, bill of quantities & other documents being part of this contract.
7. EMD of successful bidders shall be kept as security deposit till the submission of Performance Bank Guarantee (PBG) and is refundable after expiry of the agreement or submission of PBG subject to any claims on the contractor. The Institute reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the contractor. The security deposit does not carry any interest.
8. The contractors shall provide vehicles which are in perfect running condition, having clean and neat upholstery and body. The Vehicle provided by the Contractor must be in excellent condition. The Contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the Vehicle and providing of trained, well mannered driving staff in proper white dress.
9. **Pre-bid meeting:**
A pre-bid meeting would be held on **date 09.05.2019 at 11.00 A.M.** at Conference Room # Room No. 1912, IIIrd Floor, Admin Extension, IIIT Allahabad, Deoghat, Jhalwa- 211015. All prospective bidders may attend the meeting to clarify their doubts. Alternatively, if the prospective bidders are not able to be present in the meeting, they may send their queries through e-mail to the email id dr@iiitl.ac.in till **09.05.2019 upto 11.00 A.M.** **No pre-bid queries shall be entertained after this.** In case, any substantive or important clarification emerges during pre-bid meeting, the same shall be shared to all through IIITL website www.iiitl.ac.in
10. The Institute reserves the right to cancel this tender or modify the requirements, at any stage of Tender process cycle.

11. Institute also reserves the right to modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.
12. The terms and conditions duly signed by the Bidders/bidders should accompany the specific Tender Form.
13. Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIITL website www.iiitl.ac.in Intending bidders are advised to visit www.iiitl.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITL will not be responsible for ignorance of corrigendum.
14. This is only a Rate Contract.
15. There is no guarantee of hiring vehicle on regular basis.
16. Time and Place of reporting (IIIT-Lucknow, Lucknow or IIIT Allahabad, Prayagraj) shall be counted.

Sd/-
Deputy Registrar

TERMS AND CONDITIONS

1. Rates quoted for **HIRING OF DIFFERENT TYPES OF VEHICLES BY IIIT LUCKNOW** (Refer Annexure-VI) shall be **inclusive of GST & all other charges** i.e. Fuel Charges, repair & maintenance charges, etc
2. The Parking charges will be borne by the IIITL (Annexure-VI, Rate Category A, B, C) subject to submission of original receipt/evidence (s) at the time of final payment.
3. The price quoted and accepted by IIIT Lucknow would remain same during the contract period of first one year.
4. Vehicles should run on either petrol/Diesel/CNG. In case of CNG vehicles, it should be factory fitted. If the vehicle is out of order, the Contractor shall provide a substitute vehicle immediately. In case of late delivery/non delivery of vehicles/taxies, the Institute would have a right to hire a vehicle from open market and the additional cost incurred by the Institute will be borne by the Contractor.
5. The Driver should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State Govt. as the case may be. A certificate to this effect should be provided. The driver of the vehicle/Taxi provided must adhere to the traffic rules and other regulations prescribed by the Government/Competent/authorized authority from time to time. He must observe all the etiquette and protocol while performing the duty. He shall be neatly dressed and should follow/wear the dress code as decided by the IIITL and should carry a mobile phone in working condition, for which, no separate payment shall be made by the Institute.
6. A daily record indicating time and mileage for each vehicle shall be maintained in a separate log book which shall be provided by the Institute.
7. **The mileage for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the place of reporting, i.e., IIIT Lucknow, IIIT Allahabad Campus, Deoghat, Jhalwa, Allahabad or IIIT Lucknow Campus, Chak Ganjaria, C.G. City, Lucknow** and any additional KM and hours charges (like Garage to Garage charges etc.)/ Dead mileage will not be applicable in addition to actual KM and Time.
8. **The services shall be provided on 24x7 basis.** No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel/CNG (Fuel) etc. Hence, the Service Provider will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for

duty. Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguisher, torch, umbrella, etc.

9. The transport agency will be liable to pay any excess costs incurred for procurement of vehicles/taxis or services not delivered in time.
10. The agency shall be responsible for any thefts/burglary/damage caused to the students/employee/guest of the Institute travelling in the vehicle(s). The compensation arising out of such activities shall be borne by the agency.
11. In case of breakdown, the agency will be responsible for repairs and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance/damage of the vehicle.
12. The need of the vehicle may be increased/decreased in future.
13. Parking of any vehicle is not allowed in campus in general without duty.
14. The service provider should ensure maintenance of hygiene in the vehicle.
15. Seat Covers should be sanitised on regular basis.
16. Driver should be properly dressed in White Uniform.
17. Driver should be well behaved and having good etiquettes.
18. In case of death or mishap leading to any injury or disability whatsoever, occurring during discharging of the duty, the compensation/legal or any other liability shall solely rest with the transport agency.
19. Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:
 - a) Misbehavior of the Driver and non-co-operation during the journey with occupant/user of vehicle.
 - b) Frequent late arrival of vehicle as per time schedule given from time to time.
 - c) Providing of vehicles of **model** before **2017** except Sr. No. 3 i.e. Innova Crysta (white colour)/Similar Vehicle of **model** before **2019** or bad condition of vehicles.
 - d) **PENALTY CLAUSE: (Amount in Rs.)**

Sr. No.	Violations	Penal Amount per vehicle			Amount to be deducted per day per vehicle	Remarks
		Instances				
		First	Second	Third		
1.	Non-functioning of AC/	----	----	---	500/-	---

	Blower in a car					
2.	Failure to provide alternate arrangement within one hour of vehicle breakdown.	500/-	1000/-	2000/-	---	Rental charges of the vehicle for that day will also not be paid.
3.	Tampering of meter of vehicle	1000/-	2000/-	3000/-	----	Competent Authority has the discretion to terminate the contract along with forfeiture of performance security/ blacklisting of firm.
4.	Irregularities such as overwriting, forged entries etc. in the log book (to be maintained in prescribed format)	1000/-	2000/-	3000/-	----	-do-
5.	Alternate changing of driver without prior intimation to the Institute & Officers to whom vehicle is hired - in case of monthly hired vehicle.	500/-	---	---	---	On each occasion
6.	Delay (more than 30 minutes) in reporting for duty by driver/vehicle) and no show of vehicle/taxi.	500/-	1000/-	2000/-	---	Rental charges of the vehicle for that day will also not be paid.
7.	Non-compliance of requirement / order and any other terms & conditions of Tender.	500/-	1000/-	2000/-	---	For each violation per vehicle.
8.	Misbehavior/Misconduct of the Driver and non-co-operation during the journey with the occupant.	500/-	1000/-	2000/-	---	For each violation per vehicle.
9.	Providing of vehicles of model before 2017 except Sr. No. 3 i.e. Innova crysta (white colour)/Similar Vehicle of model before 2019	500/-	1000/-	2000/-	---	For each violation per vehicle.

11. In case of any dispute regarding imposition of penalty, forfeiture of performance security, debarment of agency for a period of one years due to late/non supply/short supply and supply not in consonance with the approved model, the decision of the Competent Authority of the Institute shall be final and binding upon the firm.

12. The firm has to give a self-certified certificate that it has not been blacklisted by any Central Government/ State Government/ Semi Government/ Department/ PSUs/ Banks etc. If it is subsequently found that any false information has been provided/facts have been suppressed or manipulated the documents, etc. or any attempt is made to scuttle this Tendering process by any manner, the EMD/Performance Guarantee will be forfeited and the bid/contract will be rejected/ cancelled.
13. The Institute has right to reject any bidders/agencies/tendering firms in case of non submission of following document & papers:-
 - a) Registration Certificate as per existing norms (Indicating the legal status – Company/Partnership firm/Proprietorship concern, etc.)
 - b) Copy of GST Registration Certificates.
 - c) Copy of PAN Card.
 - d) Proof of experience for supply of different types of vehicles/taxies on hiring basis to at least three Central Govt./ State Govt. /Public Sector Undertaking (PSU)/Autonomous Bodies/Universities etc. (Self Certified photocopies of proof should be attached).
 - e) If tender form is not complete or is in a different format other than the format mentioned in the tender form or conditional bid is submitted.
14. While considering the rates the Institute will also consider the quality of vehicles. The Institute reserves the right to examine the types of vehicles/taxies for their quality if it so desires. The Institute reserves the right to enter into parallel Contract for similar vehicles/taxies during the period of Contract with one or more parties. The Contract can be terminated at any time by giving one month notice.
15. Requirement of vehicles shall be communicated well in advance and the final payment will be released on submission of proper bills after completion of work and after verification by the user and Transport Cell.
16. In case of exigencies/emergencies required vehicles/taxies are to be provided on short notice also (within 30-45 minutes).
17. The full and final payment for the vehicle hired on 'as and when required basis' shall be made after receipt of satisfactory report for completion of work from the user department.
18. The service provider shall also be responsible for all litigation arising out of the non-payment of road tax, traffic violations, etc, and other dues to appropriate authority and also the payment of

compensation to drivers and any other involved parties in the event of death/injuries /damages arising out of accident and /or due to various other causes etc.

19. **The Vehicles/taxies provided must not be older than 02 (two) years i.e. 2017 except Innova Crysta (white colour) /Similar Vehicle must be of 2019 model** and should have a valid Registration Certificate along with all other papers applicable as per rules and comprehensive insurance during the period of contract. If the vehicles/taxies so provided are not found as per standard, the same are to be replaced by the agency at their own cost within the stipulated period, failing which the cost shall be recovered from subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.
20. **The Rate shall be valid for a minimum period of one year from the date of notification of the contract** except of the statutory levies which are made applicable by the Govt. **The contract period may be extended further, subject to satisfactory services, on year to year basis for a maximum period of 02 years on mutually agreed Terms & Conditions.**
21. The contractor shall provide name & address of deputed driver along with the driving license number and phone number within stipulated time period.
22. Taxes and other levies, if any, are to be specified clearly in the bid and the rates quoted in the bid should be **all inclusive of applicable taxes, duties and levies.**
23. The Financial Bid(s) shall be opened in respect of successful technical bidder only. The decision of Tender Committee/Technical Evaluation Committee shall be final with regard to technical bids.
24. If after awarding the contract, the successful bidder (L-1) fails to provide required number of vehicles/taxies, the contract is liable to be cancelled along with forfeiture of Security Deposit/Performance Guarantee amount and other consequential actions such as blacklisting or as deemed appropriate by the institute shall be initiated.
25. In the event of failure of supply or breakdown of vehicles/taxies to the Institute by the firm, the Institute reserves the right to hire vehicle from any other source at the firm's risk and expenses.
26. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the Institute or contractor will give notice to other party at the earliest of the occurrence of such incident that on account of the above event, the

notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence or default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long, as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.

27. In the event of any question, disputes or abrogation or differences arising between the parties relating to the interpretation and application of the provisions of this tender, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred to IIIT Lucknow. The decision of IIIT Lucknow in all the matters concerning tender/ agreement in this regard shall be final and binding upon both parties.
28. All disputes are subject to the jurisdictions of Lucknow.
29. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the IIIT Lucknow. IIIT Lucknow also reserves the right to split the tender and place the orders for providing vehicles, mentioned in the tender document to one or more bidder. The decision of the IIIT Lucknow with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Bidder/s, shall be final and IIIT Lucknow shall not be liable for any damage/liability put forth by the Bidders at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
30. Rate for all the items is to be quoted by the bidder. In case of any item has not been quoted by any bidder, if required, that bid for such items will be loaded with the highest rate received for that item as evaluation is to be done on the total amount. However, while awarding the rate contract successful bidder has to provide the vehicles as per user requirement and for those vehicles for which bidder has not quoted the rates shall get the lowest rate received in the tender. Every bidder has to agree to this condition failing which its offer will not be considered for award of work.
31. Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful Bidder.

32. Complete Postal address of bidder (to dispatch the EMD to unsuccessful bidder).

33. The prospective contractors should note that high quality of service and professional approach is the essence of this contract.
34. Vehicles having GPS devices with RFID facility will be preferred. Drivers to be deployed have minimum 3 years' experience after obtaining valid Driving License.
35. **The EMD will be forfeited:**
- (a) If the bidder withdraws the bid during the period of bid validity specified in the tender.
 - (b) In case a successful bidder fails to furnish the Performance Bank Guarantee with the time limit.
 - (c) If the bidder fails to furnish the acceptance in writing within 15 days of award of contract/ order.
36. No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
37. All Vehicles to be provided should be 2017 and above model (**except Innova Crysta (white colour) Vehicle must be of 2019 model**) and all Drivers to be deployed should have minimum 3 years' experience after obtaining valid Driving License.
38. An Irrevocable Bank Guarantee from a Nationalised Bank for the value (i.e., 10% of the contract value) should be furnished within 15 days of awarding of contract by the contractor, for the period of agreement within 3 months of the grace period (starting from the date of award of contract).
39. Start and End journey Kms reading shall be verified by the security guards at the Institute gate.

Sd/-
Deputy Registrar

ACCEPTANCE OF THE BIDDER

The terms and conditions enumerated in this form from clause 01 to 39 have been read by me/us and are acceptable to me/us In-Toto.

(SIGNATURE OF THE BIDDER)

(SEAL WITH COMPLETE ADDRESS)

ANNEXURE-III

“Specification Schedule”

Sr. No.	Types of Vehicles Required	Specification(Applicable to all types of vehicles)	Description
1.	05 Seater Hatch Back Swift/Indica Vista/I-10/I-20	<p>(A) The Vehicles/ Taxis are required for</p> <ol style="list-style-type: none"> 1. On Monthly Basis for 2400 Km. and 360 hrs 2. On Monthly Basis for 3000 Km. and 360 hrs <p>(B) On Day to Day Requirement/ Call Basis</p> <ol style="list-style-type: none"> 1. upto 100 km./12 hrs. limit in case of full day without night stay 2. upto 80 km./08 hrs limit in case of half-day without night stay <p>(C) For Outside Journey Requirement/ Call Basis</p> <ol style="list-style-type: none"> 1. 200 Km. or more without night stay 2. 200 Km. or more Night Charges after 10:00 PM provided the vehicle is running at least for 02 Hrs after 10:00 PM 	On 24 x 7 Hours Basis
2.	05 Seater Sedan Toyota Etios/Dzire/SX4/Honda Amaze/ Ford Aspire		
3.	07/08 Seater MUV Innova /Similar Vehicle		
4.	05 Seater Luxury Vehicle Honda City/Ciaz/Civic		
5.	Innova Crysta (white colour) 2019 Model		
6.	Tempo-Traveller - 11 Seater		
7.	Tempo Traveller - 18 Seater		
8.	Tempo Traveller - 22 Seater		
9.	Bus - 22 Seater		
10.	Bus - 35 Seater		
11.	Bus - 50 Seater		
12.	<i>Any other suggested vehicle</i>		
13.	<i>Any other suggested vehicle</i>		
14.	<i>Any other suggested vehicle</i>		
15.	<i>Any other suggested vehicle</i>		
16.	<i>Any other suggested vehicle</i>		

ELIGIBILITY CRITERIA

- a) The agency/firm must have been registered as Travel Agency for operation of Transport (attach documentary evidence in Technical bids).
- b) The agency/firm must have at least 04-05 cars/taxis registered in the name of agency/firm or owner of the agency/firm and at least 50 cars/Taxis in operation (attach documentary evidence in Technical bids).
- c) The agency/firm must have office in Lucknow/Allahabad.
- d) The Bidder must have Average **Annual turnover** of **Rs. 25,00,000/- (Rupees Twenty Five Lac Only)** or more during the last 03 (Three) financial years i.e. 2015-16, 2016-17 & 2017-18 (attach documentary evidence in Technical bids).
- e) The agency should have minimum 03 (Three) years past experience of supplying vehicles/taxis on hiring basis to the Central/State Govt./PSU/Educational institutions/Any Board/University (attach documentary evidence in Technical bids).
- f) The bidder must have past experience of providing minimum 03 (Three) vehicles on hire basis to at least one single entity (attach documentary evidence in Technical bids).
- g) The firm must not have been blacklisted by any Central Government/ State Government/ Semi Government/ Department/ PSUs/ Banks etc during last 3 years (self certificate to be provided in this regard).

TENDER FORM**‘TECHNICAL BID’****PROFORMA FOR SUPPLY OF DIFFERENT TYPES OF VEHICLES TO IIIT
LUCKNOW ON HIRING BASIS**

1.	ABOUT THE FIRM	
	A. Name and address of the Firm	
	B. Telephone No.	
	C. Type of Firm Proprietary/ Firm/ Company registered under Companies Act.	
	D. Registration No. & year of Registration (with documentary evidence)	
	E. Organisation to whom the Agency has been registered with	
	F. Name of the Proprietor / Partners	

(Certificate must be enclosed)

SCHEDULE OF EXPERIENCE

Please furnish list of reputed firms / offices to whom you are hiring vehicles:

Sr. No.	Name of the Firm	No. of Vehicles Per Day	Period of Contract	Approximate value of monthly billing

Please Attach Xerox Copies of Work Orders / Contracts

2.1 Has the firm ever been debarred / Blacklisted by any Organisation? If 'Yes' the details thereof.

2.2 Details of Award / Certificate of Merit etc. received from an Organisation, if any. (Please attach copy of certificate(s))

2.3 Whether the firm is capable of providing the all types of vehicles/taxies.

3. CLIENTS OF THE FIRM:-

A. Central Government Organisation	Yes/No
B. State Government Organisation	Yes/No
C. Public Sector Undertaking	Yes/No
D. Autonomous Bodies/CFTI	Yes/No
E. PVT. LTD. Co.	Yes/No
F. Proprietorship	Yes/No

Note : Please attach a list of clients as per above categorization, indicating the services rendered alongwith duration of the services with name of the contact person & telephone nos.

4. INFRASTRUCTURAL CAPABILITIES (must be submitted):-

- a. No. of taxis/cars registered in the name of agency/firm or owner of the agency/firm (Attach copy of RC Books)**

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- b. List of vehicles/taxies available with the bidder/agency**

- c. No. of Drivers having minimum 3 Years experience after obtaining valid DL (available on 24x7 basis)**

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- d. Annual Turnover generated from hiring charges of vehicles (During Last 03 financial year)**

2015 -16 Rs. _____

2016 – 17 Rs. _____

2017 – 18 Rs. _____

(Attested Certificate by the CA in this regard must be submitted).

- 5. GST NO.(enclose photocopy)**_____

6. EARNEST MONEY DETAILS :-

Bank Draft/Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee No.

Dated _____ of **Rs.**/- (Rupees)

Name of the Drawee Bank _____

- 7. PAN /TIN NO. (enclose photocopy)**_____

8. For RTGS/NEFT details:

i) Bank Name

:

ii) Nature of Account

iii) Account No.

—

iv) IFSC Code No.

v) Beneficiary Name/Company Name

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QUESTIONNAIRE

1.	Minimum time period (in hours) required for supplying a vehicle for " Day to Day Requirement/ On Call Basis "	
2.	Minimum time period (in hours) required for supplying a vehicle for " Outside Journey "	

SCHEDULE OF DEVIATIONS FROM SPECIFICATIONS / CONDITIONS

All deviations from the specifications / conditions shall be filled in by the bidder in this schedule

The bidder hereby certifies that the above mentioned are the only deviations from technical specifications of this tender (**State NIL if no deviation is envisaged**)

I / We confirm that the statements made above are true to the best of my / our knowledge & belief.

Signature of the Bidder with Seal, Stamp date :

Authorised Signatory

(With full name and designation)

Seal :

Mobile no. :

Phone No.: _____

Important Notes:-

The Tender Form dully filled in for Technical Bid should contain:-

1. Tender Fee & Earnest money deposit.
2. Terms and Conditions duly attested and stamped.
3. Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Bidder with seal on it.
4. The specified Annual Turn Over in the Tender Notice for every financial year should be generated from **Hiring charges of vehicles.**
5. Copy of PAN should be attached with the tender documents.
6. Copy of Certificate of GST registration.
7. Copy of entire Tender Documents along with Annexure(s) must be Numbered page wise and duly attested and stamped on each page as a token of acceptance as Terms & Conditions.

“Financial Bid”**A RATE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLES.**

Details of **all inclusive rates** for requirement of vehicles on **Monthly Basis (24 x 7)** For **2400 kms & 3000 Kms** with **360 Hours per month** are to be submitted separately in below mentioned format.

Sr · No ·	Name of Vehicle	Rate with AC/ Blower (km/month)		Extra charges per km. after minimu m km./ month	Extra charges/ hour after 360 hrs/ month	Night Charges (from 11 PM to 5 AM), if any *
		A1 (for 2400 Km./360 Hrs per month)	A2 (for 3000 km./ 360 Hrs. per month)	B	C	D
1.	05 Seater Hatch Back Swift/Indica Vista/I-10/I- 20					
2.	05 Seater Sedan Toyota Etios/Dzire/SX4/Honda Amaze/ Ford Aspire					
3.	07/08 Seater MUV Innova /Similar Vehicle					
4.	05 Seater Luxury Vehicle Honda City/Ciaz/Civic					
5.	Innova Crysta (white colour) 2019 Model					
6.	Tempo-Traveller - 11 Seater					
7.	Tempo Traveller - 18 Seater					
8.	Tempo Traveller - 22 Seater					
9.	Bus - 22 Seater					
10.	Bus - 35 Seater					
11.	Bus - 50 Seater					
12.	<i>Any other suggested vehicle</i>					
13.	<i>Any other suggested vehicle</i>					
14.	<i>Any other suggested vehicle</i>					
15.	<i>Any other suggested vehicle</i>					
16.	<i>Any other suggested vehicle</i>					

B. RATE SCHEDULE FOR “DAY TO DAY REQUIREMENT/ON CALL BASIS”

LOCAL JOURNEY (within 100 KM) WITHOUT NIGHT STAY

Sr No.	Types of Vehicle	Rate for 80 Kms. & 8 Hrs. (for half day)		Rate for 100 Kms. & 12 Hrs. (for full day)		Extra charges per km.		Extra charges per hour		Night Charges (from 11 PM to 5 AM), if any*
		For Non A/C	For A/C	For Non A/C	For A/C	For Non A/C	For A/C	For Non A/C	For A/C	
1.	05 Seater Hatch Back Swift/Indica Vista/I-10/I-20									
2.	05 Seater Sedan Toyota Etios/Dzire/SX4/Honda Amaze/ Ford Aspire									
3.	07/08 Seater MUV Innova /Similar Vehicle									
4.	05 Seater Luxury Vehicle Honda City/Ciaz/Civic									
5.	Innova Crysta (white colour) 2019 Model									
6.	Tempo-Traveller - 11 Seater									
7.	Tempo Traveller - 18 Seater									
8.	Tempo Traveller - 22 Seater									
9.	Bus - 22 Seater									
10.	Bus - 35 Seater									
11.	Bus - 50 Seater									
12.	<i>Any other suggested vehicle</i>									
13.	<i>Any other suggested vehicle</i>									
14.	<i>Any other suggested vehicle</i>									
15.	<i>Any other suggested vehicle</i>									
16.	<i>Any other suggested vehicle</i>									

Evaluation Criterion for making uniform rate:-

Rate quoted for monthly basis shall be evaluated on the basis of uniform rate as follows:-

For evaluation extra run/month, detention hours/month, and night halt/month have been taken as 200 Km, 10 hours and 02 nights respectively) where,

Total Cost for A/C vehicle= $A+B*200+C*10+D*2$

A= Rate for A/C vehicle for 2400 kms/month

B=Extra charges per Km after 2400 Kms/month.

C =Extra charges per hour after 360 hours/month.

D= Night charges (from 11.00PM to 05.00AM), if any

Rate quoted for "Day To Day Requirement/ On Call Basis" shall be evaluated on the basis of uniform rate as follows:-

Rate quoted for 12 hr – 100 km will be considered for comparison.

C. RATE SCHEDULE OF VEHICLES REQUIRED OUTSIDE JOURNEY (*More than 200 KMs. with Night stay*)

S r. N o.	Types of Vehicle	Rates of Vehicles Per Km. with Night Stay		Rate for 200 Kms. (for full day) without Night Charges		Rate for 200 Kms. (for full day) with Night Charges (11 PM - 5 AM)	
		For Non A/C	For A/C	For Non A/C	For Non A/C	For Non A/C	For Non A/C
1.	05 Seater Hatch Back Swift/Indica Vista/I-10/I-20						
2.	05 Seater Sedan Toyota Etios/Dzire/SX4/Honda Amaze/ Ford Aspire						
3.	07/08 Seater MUV Innova /Similar Vehicle						
4.	05 Seater Luxury Vehicle Honda City/Ciaz/Civic						
5.	Innova Crysta (white colour) 2019 Model						
6.	Tempo-Traveller - 11 Seater						
7.	Tempo Traveller - 18 Seater						
8.	Tempo Traveller - 22 Seater						
9.	Bus - 22 Seater						
10.	Bus - 35 Seater						
11.	Bus - 50 Seater						
12.	<i>Any other suggested vehicle</i>						
13.	<i>Any other suggested vehicle</i>						
14.	<i>Any other suggested vehicle</i>						
15.	<i>Any other suggested vehicle</i>						
16.	<i>Any other suggested vehicle</i>						

NOTE:-

- C1. The rates should inclusive all the taxes & charges.
- C2. If total km covered by the hired vehicle exceeds the Minimum KM limit on any day, then actual covered km charges only be paid and no any minimum km charges will be applicable in addition to actual Km for that day.
- C3. In case two or more bidders have quoted same rates for some or more vehicles, then the Institute reserves the right to select the agency which has more experience in the relevant fields.
- C4. The hired vehicle will be relieved on the permission of Vehicle Incharge/ Transport Incharge.

Authorized Signatory

(With full name and designation)

Name :

Designation: _____

Mobile no.

: _____

Phone

No.: _____

Seal of the firm:-