



Indian Institute of Technology Tirupati
Renigunta Road, Settipalli Post, Tirupati – 517506
Telephone: 0877- 2503572, Email: purchase@iittp.ac.in

Tender No. IITT/ADMIN/2022-23/31

23 June 2022.

NOTICE INVITING TENDER FOR HIRING OF BUS, TEMPO, TRUCK and TAXI SERVICES TO IIT TIRUPATI ON CONTRACT BASIS (E-PROCUREMENT MODE ONLY)

Indian Institute of Technology Tirupati (IIT Tirupati) invites online bids (e-tender) in Two bid system for the following:

Item Description	Duration of the contract	Tender Fee (Inclusive of all taxes in Rs.)
Providing of 40-seater A/c bus services to IIT Tirupati on contract basis -01 No	01 year	₹ 1500/-
Providing of 14-seater A/c tempo services to IIT Tirupati on contract basis -03 Nos	01 year	
Providing of Maxi open truck to IIT Tirupati on contract basis-02 Nos	01 year	
Providing of Taxi services to IIT Tirupati on contract basis-02 Nos	01 year	
Total		₹ 1500/-

Bidders can quote for Bus services/Tempo services/Truck services/Taxi services for individual vehicles or for all vehicles based on their eligibility criteria.

Splitting of vehicles: Allowed.

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and the bid is to be submitted online only through the same portal up to the last date and time of submission of tender.

Critical dates of tender:

1	Date and time of Online Publication/Download of Tenders	23.06.2022	18.00 hrs.
2	Pre-Bid Meeting	27.06.2022	11.00 hrs
3	Bid submission start date & time	29.06.2022	18.00 hrs.
4	Bid submission close date & time	07.07.2022	15.00 hrs.
5	Closing date & time for submission of Tender fee	07.07.2022	15.00 hrs.
6	Opening of Technical bids	08.07.2022	15.00 hrs.

1. About IIT TIRUPATI:

Indian Institute of Technology Tirupati (IIT Tirupati) hereinafter called as "Institute", is an Autonomous Institute under Ministry of Education, Govt. of India.

2. Scope of Work:

1. The institute is planning to engage a firm in a position to provide good quality Bus Services / Tempo Services/ Taxi Services / Truck services on fixed monthly Km basis from Institute Campus to various places in the city and surrounding areas.
2. This requirement will be materialized on a fixed monthly KM basis. This will include Bus Services / Tempo Services/ Taxi Services / Truck services for Employee/ Employee family member/ Students/ Guest of the institute.
3. Depending upon the Institute's requirement, there may be a need of above-mentioned Taxi/ Bus/ Tempo for Local & outstation duties On Call basis including Pick up (or) Drop as and when required.

3. General Conditions:

1. The contract will be kept valid for a period of one year, i.e, **from 1st August 2022 to 31st July 2023** which can be extended on mutual consent basis on the same terms and conditions.
2. The vehicle and driver once deployed by the contractor should be with the Institute till the vehicle is released by the Institute.
3. The Vehicle provided by the contractor should fulfil the following conditions:
 - a. 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 they are always in good condition.
 - b. The commercial Vehicle should be in the name of the service provider or service provider should have proper vehicle lease agreement.
 - c. The vehicles supplied by the parties should be authorized by R.T.O. to run on hire basis with all necessary documents as per statutory rules of A.P. Motor Vehicle Act or any other acts as applicable.
 - d. The seating capacity of the bus should be 40 with Front Door operation only. All seats should face forward with sufficient leg space as per RTA's specifications.
 - e. 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.
 - f. The supplied Buses should have good seat recline with necessary foam, good paint finish, elegant look, no rattling sounds of windows etc. The school buses should contain proper safety standards with all necessary accessories equipped, especially proper guardrails should be fixed.
 - g. The model of the vehicles supplied should be registered on or after January 2017, should have covered less than **50,000 kilometres for taxi and tempo**. Only such vehicles are accepted for usage at the Institute subject to satisfying the mechanical condition and road worthiness of the vehicle.
 - h. Contractor shall not deploy any vehicle running on LPG/CNG.
 - i. Only inspected and approved vehicles should be sent for service on a regular basis. Vehicles sent as replacement/standby will also be subject to inspection and approval. Institute reserves the right to inspect all/any vehicle at any time during the trip.
 - j. The vehicle supplied will have to get inspected periodically and should not fail while under use and the inspection certificate must be submitted to the Institute periodically.

- k. The vehicle provided should be of Global NCAP rating of 3 or more than 3 for both the adult and child occupants.
 - l. Offered commercial vehicles should be registered in the name of company or lesser (In case of lease vehicles)
4. The driver provided by the contractor should fulfil the following conditions:
 - a. The driver(s) should wear a neat uniform as prescribed by A.P Motor vehicle act.
 - b. The driver(s) should not leave the Institute during the Duty time.
 - c. Should be able to read and write English/Telugu/Hindi and have a minimum three years of experience.
 - d. Should not smoke or drink; chew Pan/Pan masala/Tobacco inside the Taxi both while driving or otherwise.
 - e. Should not get indulged in any activity inimical to security of the officers traveling in his Taxi.
 - f. Should be in possession of a Mobile phone with valid connection.
 - g. Should not use a mobile phone, while driving.
 - h. Minimum wages recommended by GOI for drivers should be followed.
 - i. The age of the driver should be between 18 – 50 years and a Medical Fitness Certificate issued by Competent Authorities from Government Hospital has to be produced while engaging drivers for duty after award of contract.
 - j. The driver(s) of vehicles should possess a valid transport driving license and should have a minimum experience of 3 years apart from having good health / eye vision.
 - k. The driver(s) of these vehicles should behave in a decent manner with the Guest/students/Employees/Employee's family of the Institute.
 - l. The driver(s) of these vehicles should maintain trip sheets for the hired vehicles and should perform the duty instructions given by the Institute Official. The trip sheet format/ Proforma as given by the Institute in Annexure - X should be submitted along with the bill at the end of month.
 - m. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
 - n. No driver should work continuously for more than 12 hours on any given day without rest.
 - o. If any driver is found not fit or their behaviour is not satisfactory, the Institute reserves the right to ask the agency to replace the driver immediately.
 5. In case of accidents, the complete responsibility lies with the contractor for risk coverage, legal implications like obtaining the clearance from police and RTA authorities etc. The institute is not responsible or liable in this regard.
 6. Definition of Month: Generally, a vehicle will be hired on all working days and holidays i.e. maximum 30 days for a run of minimum 1500 Km in a month (whichever comes earlier).
 7. The Institute will not bear any cost towards operation, repair, maintenance, fuel oil replenishing, servicing, wages of the drivers, garage fee etc., the complete liability in such cases will be that of the contractor. It is the party's responsibility for safe parking of their vehicles either at their office or at their convenient place. Necessary taxes including Road Tax to be paid by the Contractor.
 8. Only the reading that has to be recorded in the log sheet are the readings made after reporting to the Transport in-charge of the institute till the discharge of the vehicle. i.e., no mileage will be recorded when the vehicle goes to its service provider warehouse or garage.
 9. In case of failure of the contracted vehicle a suitable substitute vehicle of the same type and seating capacity should be deployed immediately. No payment will be made for that idle time between replacement of the vehicle. In case the contractor fails to send suitable substitute vehicle, the Institute 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
 10. Service provider should use the log sheet available in Annexure -X and those has to be supplied to the concerned driver, Entries in the log sheets should be correct and each entry should be signed by the concerned 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 that are not signed by the Institute officials/authorized persons. In the intervening period, if a temporary vehicle is provided by the

Contractor and its mileage will be taken separately from reporting to discharging and will be added to the total logbook for the month.

11. **The validity of the contract period is one year with effect from the date of issue of WO.** Since the Institute is an academic institution, there will be vacation around 2 to 3 months in year during which no buses are required. For this, a prior notice of one month will be issued to the service provider. No payment will be made during this period.
12. The Institute has the right to enter into contract for hiring of vehicles with one or more service providers/bidders. When there are different L1s for different class of vehicles, then Institute may resort to multiple contracts with different bidders based on the L1 status of vehicles.
13. The contractor should be in a position to replace the vehicle in case of any failure of vehicle immediately within 1-2 hr of breaking down/ mechanical failure.
14. Mere awarding the contract does not entitle the service provider to demand for engaging the vehicles from the parties. The Institute reserves the right to split the work order and issue the work order for more than one party.
15. Bills should be raised in triplicate within 7 days from the completion of calendar month and submitted to the Institute for further processing.
16. The Institute reserves the right to hire Vehicles from other sources also in the exigencies of work notwithstanding the existence of this contract.
17. 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 the Institute immediately and to the possible extent comply with the institute.
18. **“FALL CLAUSE:** In case you have extended the similar services to any other party or any Organizations at lesser rates than the rates as per this order with the same terms and conditions, the same rates shall be extended to us also.”
19. Covid -19 Instructions and protocol shall be strictly adhered and always followed
20. In case of breakdown of any vehicle, the Contractor shall provide another vehicle, within two hours at no extra cost. The Institute shall have absolute right to charge Rs.1,000 per day if the vehicle is not provided within two hours.
21. AC will be running the entire Time while the guest or any person related to the Institute is within the vehicle.
22. 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.
23. 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 the Institute.
24. The Travel Agency should be registered with the central excise department for payment of service tax and the contractor should furnish the 15 digits service tax code number obtained from the central excise department.
25. The contract can be terminated by giving 1 months' notice in writing by either party. In case of breach of terms and conditions, the Institute reserves the right to terminate the contract without giving any notice.
26. Any deviation/violation or breach of the said terms and conditions will be viewed seriously and the contract will be terminated without prior notice.
27. All the vehicles should report in time at the places advised by the Institute. Any delay will be viewed as a serious deficiency of service and action taken accordingly.
28. Penalty: During the operation of the contract, the following penalty will be deducted from the monthly payment to the transporter, based on report from the person travelling/travelled in the Taxi:
 - a. Delays not because of mechanical failure/act of nature: -
 - i. 5 to 10 Minutes: Rs.100/- per event.
 - ii. 10 to 20 Minutes: Rs.200/- per event.
 - iii. 20 to 30Minutes: Rs.300/- per event.
 - iv. More than 30 Minutes: Rs.500/- per event.

- v. Failure to provide a Taxi: Rs.1500/- per event.
- vi. Not wearing uniform: Rs.100/- per event.
- vii. Misbehaviour with IIT Guest/Employee/Student/Employee family: Rs.200/-per event.
- viii. Inadequate cleanliness: Rs.100/- per event.
- ix. Improper servicing/mechanical condition due to poor maintenance: Rs.500/- per event.
- x. Providing invalid/inappropriate driver: Rs.1000/- per event.
- xi. Driver found drunk/indulging in gambling/any other antisocial activities during duty hours: Rs.2000/- per event.
- xii. During the contract period, if the bidder provides Taxies of older model than prescribed model, a penalty @ Rs.2000/- per day will be imposed till the supply of required model Taxies. This period should not be more than 3 days in any case, else the agreement may terminate.

Terms and conditions of vehicles hired on monthly basis in addition to the above-mentioned general conditions:

29. The requirement of vehicles on monthly basis shall be as follows:

Item Description	Duration of the contract
Providing of 40-seater A/c bus services to IIT Tirupati on contract basis -01 No (1500 kms for month)	01 year
Providing of 14-seater A/c tempo services to IIT Tirupati on contract basis -03 Nos (for 2000kms of 2 vehicles and 01 for 1500 kms)	01 year
Providing of Maxi open truck to IIT Tirupati on contract basis-02 Nos (for 1500kms each)	01 year
Providing of Taxi services to IIT Tirupati on contract basis-02 Nos (for 2500kms each)	01 year

- 30. The above requirement is tentative and will be hired from 01 August 2022 onwards. Based on need, IIT Tirupati will increase or decrease the fleet strength by giving Two weeks' notice for monthly and two days' notice for need basis.
- 31. After entering the contract, the identified vehicle used for the Institute on monthly basis shall be at sole disposal of the Institute only and shall not be let or sublet to others.
- 32. The service is to be provided on all weekdays Monday to Sunday including holidays from 06:00 hrs. to 22:00 hrs. The rates shall be quoted accordingly, no separate billing/rate will be made for Sundays or Holidays.
- 33. Normal usage of the vehicle is between 06.00 hrs. to 22.00 hrs. for about 16 hours on any day and 360 hours per month cumulative. Usage of vehicles beyond this time will be treated as additional service for which extra hour charges beyond 360 hours will be paid and is to be quoted by the bidders in the tender.
- 34. 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 (batá) will be paid separately (from 10:00 PM to 06:00 AM) for which rates shall be quoted in the price bid. All other expenses i.e., interstate charges, toll gate charges etc. will be paid extra.
- 35. Any unauthorized journey undertaken by the driver/contractor during the contract period will be disallowed and will be penalized at the discretion of the Institute.
- 36. Monthly vehicles will be hired on a pro-rata basis and bills will be paid only for the period for which the institute used that vehicle, and the contractor has no claim to ask the institute to pay for the entire month. when hiring or discharging such vehicles a two weeks' notice will be given.

Terms and conditions of vehicles hired on Call/need basis in addition to the above-mentioned general conditions:

37. Contractor shall invariably provide the vehicles on call/Need (hourly/daily) basis as per the BoQ-2, and the Institute will intimate the contractor 2 days prior to such requests. If the contractor fails to provide the vehicle, he can outsource the request and provide Institute the vehicle on time with the same terms and conditions applied for the contractor under the same rate contract and payment shall be made to the original contractor.
38. 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 the contract will be terminated without giving any prior notice.
39. Failing to adhere to clause 37, the contractor must pay the difference of amount incurred to the institute or else the difference of amount will be deducted from the bills provided by the contractor, when hiring the vehicle from a third-party service provider.
40. The vehicle driver should bring the log sheet provided in the Annexure-X with contractor logo, and take signature from the guest or any other person for whom the vehicle was hired for and log sheet must be filled and no field shall be left blank and if signature of the guest or any other person from the Institute is not found, the contractor may not be eligible for the entire bill amount, instead an estimated compensation will be drawn by the Institute and that amount shall be paid.

All the technical details have to be submitted as per the annexure-VI

Bidders can quote for bus services/Tempo services/Truck services/Taxi services for individual vehicles or for all vehicles based on their eligibility criteria.

Splitting of all Services: Allowed

4. TENDER FEE & BID SECURITY DECLARATION DETAILS:

(a) Tender Fee of Rs.1500/- (Rupees fifteen hundred only) should be submitted through ECS (Bank transfer / NEFT / RTGS) in favour of Indian Institute of Technology Tirupati.

(b) Bank A/c Details for crediting Tender Fee:

Name: Indian institute of Technology Tirupati Main Account
Bank: State Bank of India
Account No.: 35523338208
IFSC Code: SBIN0006677

(c) Tender Fee and Bid Security Exemption:

(i) Micro and Small Enterprises (MSEs):

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for goods produced and services rendered, are exempted from Tender fee and Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

Accordingly, MSEs shall be required to submit Udyam Registration Certificate for availing benefit under MSE Procurement Policy. Enterprises registered prior to 30 June 2020 and who are not re-registered with Udyam Registration, shall continue to be valid for a period up to 31 Mar 2021. Such enterprises shall submit EM Part-II or Udyog Aadhar Memorandum (UAM) for availing aforesaid benefit.

The benefit as above to MSEs shall be available only for Goods produced and services rendered by MSEs. However, traders are excluded from the purview of MSE Procurement Policy.

(ii) Startup(s):

Startup(s) as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, are exempted from Tender fee and Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

Eligible MSE and startup bidders who seeks exemption from Tender fee/Bid Security as per clause no. (c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

(d)Other than eligible MSE and Startup bidders, Bid Security Declaration: Bidders should have to submit the Bid Security Declaration (As per the format attached in annexure-II) in duly filled and signed condition.

(e)The Bidders will have to upload a scanned copy of Payment details towards tender fee and the same will be accepted only on verification and confirmation by the Institute. Any delay in credit will not be entertained by the Institute. (As per the format attached in Annexure – I)

5. Eligibility Criteria:

4.1 Other Important Documents (OIDs)

Firm Incorporation Certificate, PAN details, GST details are to be provided.

4.2. Statutory Documents:

- a) The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b) The firm should be neither blacklisted / debarred by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-III.
- c) Experience and Past Performance:

The company should attach list of Purchase Order / Work Order where the similar type of work executed during the past 3 years from the date of publication of tender as detailed below out of which one should be running contract

- (I) Three similar works of Rs. 20,00,000/- in a financial year of last 3 financial years OR
- (II) Two similar works of Rs.30,00,000/- in a financial year of last 3 financial years OR
- (III) One similar work Rs.60,00,000/-in a financial year of last 3 financial years

The details of the same along with supporting documents w.r.t. satisfactory execution of service from clients are to be submitted as per the Annexure-IV.

- d) Annual Turnover Vendor's Average Turnover for the last three financial years (FY 2017-2018, FY 2018-2019, FY 2019-2020 to FY 2020-21) should not be less than **Rs. 20,00,000** for **bus services/Tempo services/Truck services/Taxi services**. Financial statements with net profit duly audited / certified by Chartered Accountant (CA) for the last three years along with copies of Income Tax

Returns, must be enclosed with Bids. Firms should be in profit for at least two years out of three years. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-V.

e) The Bidder should have its office in Tirupati District or within 150km radius from Tirupati for operational conveniences. Proof of the same is to be submitted.

4.3 Tender Evaluation requirement:

Bidders should comply with the specification of the tendered service in all respects. The detailed format is attached at Annexure-VIII. The bidder is to complete the same in all respect and submit accordingly

6. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender (in Excel format) to be downloaded first and uploaded after filling all relevant information strictly as per the format failing which the offer is liable for rejection. Kindly quote your offer on FOR IIT Tirupati (inclusive of all taxes and charges). Vendors should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

7. TIME SCHEDULE:

1	Date and time of Online Publication/Download of Tenders	23.06.2022	18.00 hrs.
2	Pre-Bid Meeting	27.06.2022	11.00 hrs
3	Bid submission start date & time	29.06.2022	18.00 hrs.
4	Bid submission close date & time	07.07.2022	15.00 hrs.
5	Closing date & time for submission of Tender fee	07.07.2022	15.00 hrs.
6	Opening of Technical bids	08.07.2022	15.00 hrs.

8. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

9. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by IIT Tirupati. A bid valid for a shorter period shall be rejected, being non-responsive.

10. BID SUBMISSION

10.1 Instruction to Bidder

Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal. The registration is completely free of charge.

Possession of a valid Class II/III DSC in the form of smart card / etoken is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrolment and participation in the online bidding process. The user manuals can be downloaded for reference.

TENDER CLARIFICATION

- a) In case the bidders require any clarification regarding the tender documents, they are requested to contact our office Ph. no: 0877-2503572, Email ID: purchase@iittp.ac.in on or before the due date.
- b) Technical and Specifications related Clarifications contact our office No :0877-2503507, Email ID: chaman@iittp.ac.in on or before the due date.
- c) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

10.2 Online Bid Submission Procedure

Cover-1: The file should be saved in a PDF version numbered sequentially and should comprise of the following items:

Packet-1: Duly Completed Scanned PDF copy of, PAN, GST, Firm Registration certificate and Annexure-I to X with relevant supporting documents

Only the relevant documents as per the tender clauses are to be uploaded along with duly completed checklist as per the annexure-VIII. Uploading of other than the required documents may liable for rejection of the bid.

Cover-2:

A standard BOQ format has been provided in excel format. Bidders are required to download the BOQ excel file and fill their financial offer on the same BOQ format. After filling the same, submit it online in excel format, without changing the financial template format.

Note:

If the bid is incomplete and / or non-responsive it will be rejected during technical evaluation. The bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.

10.3 Pre-bid meeting: Pre-bid meeting will be held on [27.06.2022 @ 11.00](#) hrs at IIT Tirupati, Temporary Campus, Renigunta Road, Settiapalli Post, Tirupati 517 506.

11. BID OPENING

- a) Technical Bids will be opened on **08.07.2022 @ 15.00 Hrs.**
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.

- c) Bids should be summarily rejected, if tender is submitted other than through online or original tender fee/Bid security declarations are not submitted within stipulated date / time.

12. BID EVALUATION

Based on results of the Technical evaluation IIT Tirupati evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation. The Commercial Bid having the lowest quote in maximum segments be considered as L1 and Institute reserves the right to negotiate with the L1 bidder for the remaining categories if any whenever he is not L1

1. Purchase Preference:

- (i) Micro and Small Enterprises (MSEs):

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for goods produced and services rendered, may be provided following purchase preference:

Item wise Quantity	Price Quoted by MSE	How the tender shall be finalized
Cannot be split	L1	Full Order on MSE
Cannot be split	Not L1 but within L1 + 15%	Full Order on MSE subject to matching L1 Price

13. PAYMENT TERMS

- a) The Agency will have to submit the invoice along with all supporting documents for payment to IIT Tirupati during the first week of the month for payment at the earliest.
- b) The payment to the Agency shall be released generally within 30 days from the date of receipt of invoice provided the claim of the Agency is found to be in order from all respects.
- c) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Contractor's bills.

14. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security in the form of DD/Bank Guarantee for 03% of the order value valid for 15 months from the date of contract period at the earliest. No interest will be paid by IIT Tirupati on the deposit.
- b) Performance Security will be refunded to the agency, after it duly performs and completes the contract/warranty period in all respects.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

15. CONTRACT PERIOD

- a) The contract will be initially for a period of one year. Based on satisfactory performance, the contract may be extended further for maximum up to one year on mutually agreed terms and conditions.

b) IIT Tirupati can terminate the contract with three-month notice in case the services are not found satisfactory. In such a case, IIT Tirupati will pay on actual work basis for the duration for which the services were used during the period in question.

c) The service provider will be required to give three months' notice in writing of their intention to leave or discontinue their service. This contract can be terminated with a notice period of three months by either side.

16. DELIVERY SCHEDULE

The successful bidder should commence the services in all respects as per scope of service w.e.f. the date of issue of WO at IIT Tirupati Campus on receipt of formal order.

17. TERMS AND CONDITIONS

I) Termination for Insolvency

- a) The IIT Tirupati may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Tirupati alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Tirupati Court shall have jurisdiction in the matter

II) Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

III) Arbitration

In the event of any dispute or difference arising under this contract, the Director, IIT Tirupati or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

IV) Other Conditions

- a) The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- b) IIT Tirupati reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIT Tirupati reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIT Tirupati reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Performance Security shall be forfeited.
- f) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- g) Conditional tenders will not be considered in any case.
- h) The Institute reserves the right to increase/decrease the service period at any period of time during the validity of the contract.
- i) IIT Tirupati may issue amendment/corrigendum to tender documents before the due date of submission of bid. Any amendment/corrigendum to the tender document, if any, issued by IIT Tirupati will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender documents, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIT Tirupati or check for the same CPP Portal before submitting their duly completed bids.

Undertaking

To
The Registrar,
Indian Institute of Technology
Tirupati-Renigunta Road, Settipalli post,
Tirupati 517506.

Tender No. IITT/ADMIN/2020-21/31 dated: 23.06.2022.

(Notice Inviting Tender for hiring of bus services/Tempo services/Truck services/Taxi services to IIT Tirupati on contract basis.

Sir,

I/we hereby submit our tender for hiring of bus services/Tempo services/Truck services/Taxi services to IIT Tirupati on contract basis.

Sir,

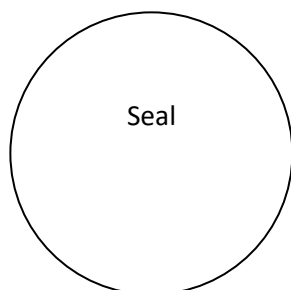
I/ We enclosed here with the following in favor of the Indian Institute of Technology Tirupati towards Tender Fee.

Particular	Amount	Payment Reference Details	Payment Date
Tender Fee (Including Tax)	1500/-		

1. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.

2. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No:

Bid Security Declaration

(To be provided on letter head of the firm)

To
 The Registrar,
 Indian Institute of Technology
 Tirupati-Renigunta Road, Settipalli post,
 Tirupati 517506.

Tender No. IITT/ADMIN/2020-21/31 dated: 23.06.2022.

(Notice Inviting Tender for hiring of bus services/Tempo services/Truck services/Taxi services to IIT Tirupati on contract basis.

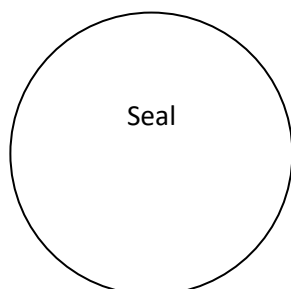
Sir,

Sir,

We, the undersigned, declare that

1. We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of 3 years starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) Have withdrawn our bid during the period of bid validity specified in the letter of bid; or
 - (b) Having been notified of the acceptance of our bid by the institute during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No:

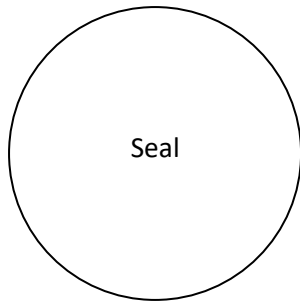
CERTIFICATE

(To be provided on letter head of the firm)

I hereby certify that the above firm is neither blacklisted / debarred by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Authorized Signatory

Name:

Designation:

Contact No.:

Place:

a) Experience: (As per tender Clause No.4.2 (c))

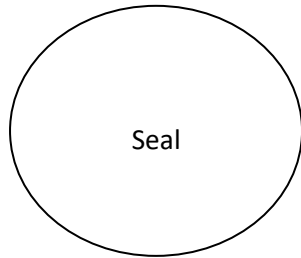
Year	Name of the service with details	Order No. & Date (Copy of the Orders to be attached)	Date of successfully completion of service (Copy of successful completion certificate from client to be attached)	Contact Details of Client
2017-18				
2018-19				
2019-20				

b) Details of Running Contract: (As per tender Clause No.4.2 (c))

Year	Purchase Order No. & Date (Copy of the Orders to be attached)	Date of successfully completion of % of contract as on date	Contact Details of Client

Date:

Place:



Authorized Signatory

Name:

Designation:

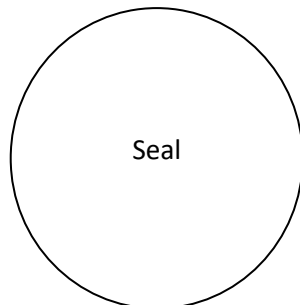
Contact

No.:

Annual Turnover and Profit Details:

Evaluation Criteria				Remark	Specific page no. where the proof of documents are enclosed
Bidder's Annual Turnover and Profit for last three financial years	Financial Year	Turnover in Rs.	Annual Profit in Rs.	-	
	2020-21			Supporting Documents are to be attached along with the Annexure-V	
	2019-20				
	2018-19				
	2017-18				

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

Compliance Statement

All the 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:

Sl. No.	Description	Details	Compliance (Yes / NO)
A	Name of the Agency		
B	Full Address		
C	Phone/Fax Number		
D	Email		
E	Contact Person with Name and Mobile Number		
F	The Tenderer/firm/Agency should have a Registered Office with Regn No. (Address with URL) within Tirupati District or within 150km radius & Complete postal address/Telephone No. /Email/Fax address etc. Should be provided while submitting the completed Tender form.		
G	List of major cities where agency has office in India		
H	No. of years of experience in the field of Providing bus services/Tempo services/Truck services/Taxi services on contract basis		
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 indicating the registration number, year of manufacturing, Seating capacity only with copies of R. C. books may be enclosed)		
---	--	--	--

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

Sl. No.	Description	Details
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:

Sl. No.	Description	Details
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

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Date:

COMPANY DETAILS

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bidder's Bidding Capacity for the tendered items (As a Manufacturer/ Trader/ dealer / channel partner / system integrator, etc.)		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Registered Office Address		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Date:

CHECKLIST FOR BIDDERS TO BE SUBMITTED IN DULY FILLED AND SIGNED

Tender Clause No.	Name of the Document	Document Particulars	Submitted (Yes/No)	Page No. of the attached Document
3.(a)	Tender Fee			
3.(d)	Bid security Declaration (Annexure-II)			
3.(c)	Valid Tender Fee / EMD Exemption Certificate			
4.1.	PAN Card			
	Incorporation/Registration certificate of company			
	GST Registration copy			
4.2. (a)	Tender acceptance letter (Annexure I)			
4.2. (b)	Non-Blacklisting undertaking (Annexure III)			
4.2. (c)	<p>The company should attach list of Purchase Order / Work Order where the similar type of work executed during the past 3 years from the date of publication of tender as detailed below out of which one should be running contract</p> <p>I. Three similar works of Rs. 20,00,000/- in a financial year of last 3 financial years OR</p> <p>II. Two similar works of Rs.30,00,000/- in a financial year of last 3 financial years OR</p> <p>III. One similar work Rs.60,00,000/-in a financial year of last 3 financial years</p> <p>The details of the same along with supporting documents w.r.t. satisfactory execution of service from clients are to be submitted as per the Annexure-IV.</p>			
4.2. (d)	Annual Turnover Vendor's Average Turnover for last three financial years (FY 2017-2018, FY 2018-2019, FY 2019-2020) should not be less than Rs. 20,00,000/- for bus services/Temp services/Truck services/Taxi services. Financial statement with net profit duly audited / certified by Chartered Accountant (CA) for last three years along with copies of Income Tax Returns, must be enclosed with Technical Bids. Firms should be in profit for at least two years out of three years. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-V.			
4.2. (e)	The Bidder should have its office in Tirupati District or within 150km radius from Tirupati for operational conveniences. Proof of the same is to be submitted.			
4.3	Compliance Statement : Annexure-VI			
11.1 (i)	Purchase Preference: (if applicable) Micro and Small Enterprises (MSEs):			
12	Payment Term: Within 30 days after completion of each calendar month of service.			
8	Bid validity : 90 days from the date of opening of the tender			
	Company details : Annexure-VII			

Note: Submission of tender without the above-mentioned documents will lead to rejection/disqualification of the tender.

Signature of the bidder with stamp

FORMAT OF DUTY SLIP

(Print Name of the company & address)

Sl. No.....

Date.....

(to be filled by contractor)

- 1. Registration No of Vehicle:.....
- 2. Name, Designation & address of user
-
-

(to be filled by user)

- 3. Purpose of Journey (detail)
- 4. Places visited
- 5. Meter Reading at Starting Point at closing Point
- 6. Total KMs Run
- 7. Time at Starting Point at closing Point
- 8. Extra Detention Hours (beyond duty Hrs.)
- 9. Charges for Parking/Toll Tax etc.....
- 10. Number of Night Halts (for outstation journey only)

Driver's Name & Signature

Signature of User

Signature of Bidder with seal

DATE:

IIT TIRUPATI

VEHICLE NO:

DAILY VEHICLE TRIPSHEET

S.NO	TIME		KM READING			PURPOSE/ NUMBER	PLACE OF VISIT	NAME OF OFFICIAL USED	SIGNATURE WITH DATE
	FROM	TO	STARTING	CLOSING	TOTAL KM				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Signature of Bidder with seal