

Tender No. IITT/ADMIN/2023-24/15

26 September 2023

**NOTICE INVITING TENDER
FOR TRANSPORT SERVICES TO IIT TIRUPATI
ON CONTRACT BASIS (E-PROCUREMENT MODE ONLY)**

Indian Institute of Technology Tirupati (IIT Tirupati) is a Premier Autonomous Institute of National Importance under the Ministry of Education, Government of India.

IIT Tirupati invites online bids (e-tender) in Two bid system for **Transport Services** from an experienced proprietorship/partnership/registered firm/company as per the below requirement on a contractual basis:

Sl. No.	Category	Fixed Kilo Meters/ Month	Colour of the Vehicle	No. of vehicles Required
BUSES				
1	A/c 40 Individual Seater Bus for Schools Brand New 2023/2022/2021 Make (No. of seats calculated on individual seating basis)	1,500	White	02
2	Non-A/c 50 Individual Seater Bus Brand New 2023/2022/2021 Make (No. of seats calculated on individual seating basis)	2,000	White	01
TEMPOS				
3	Non-A/c 25/27 Individual Seater Tempo Brand New 2023/2022/2021 Make (No. of seats calculated on individual seating basis)	2,000	White	01
MAXI OPEN TRUCKS				
4	Non-A/c Double Cabin Maxi Open Truck Brand New 2023/2022/2021 Make	1 – 1,000 1 – 1,500	White	02
CARS				
5	A/c Sedan (Dzire/Glanza/Amaze/Nexon) (Any two models) Brand New 2023/2022 Make	2 – 2,000 2 – 2,500	White	04

- i) The above requirement is tentative and based on need, IIT Tirupati will increase or decrease the requirement of vehicles by giving Two weeks' notice for monthly and two days' notice for daily need basis. Once the rates are finalized, no increase will be considered in the rates quoted by the firms in any case during the period of the contract.
- ii) **Bidders can quote either for any or some of Bus services/Tempo services/Truck services/Car services or for all vehicles based on their eligibility criteria.**
- iii) **Splitting of vehicles: Allowed**
- iv) The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> or Institute Website <https://www.iittp.ac.in/tenders> and the bid is to be submitted **online only** through the e-procurement portal up to the last date and time of submission of tender. No manual bids will be accepted.
- v) The Tenders received after the due date/time will not be considered under any circumstances, those stand summarily rejected.
- vi) Technical Bid and Financial Bid (BoQ's in pdf format) should be submitted in the E-procurement portal. 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.

IMPORTANT DATES OF TENDER:

1	Date and time of Online Publication/Download of Tenders	26.09.2023	15:30 hrs.
2	Pre-Bid Meeting	04.10.2023	15:30 hrs.
3	Bid submission start date & time	05.10.2023	10:00 hrs.
4	Bid submission close date & time	19.10.2023	15:00 hrs.
5	Technical Bid Opening Date & Time	20.10.2023	15:00 hrs.
6	Financial Bid Opening Date & Time	Will be separately notified to the Technically qualified bidders.	

- i) **Pre-Bid Meeting:** A pre-bid meeting will be conducted at IIT Tirupati on **04.10.2023 from 15:30 to 16:30 hrs.** All prospective bidders may participate in the meeting and clarifications to all the queries will be given during the Pre-Bid Meeting. No queries will be entertained after the Pre-bid meeting.
- ii) All letters posted/e-mails sent to contractor at the address given by him will be considered to have been delivered in time.
- iii) The service provider should have a minimum of 3 years of experience in providing vehicles to any government department/industries and relevant documents that substantiate the same should be submitted with technical bid.
- iv) The contract for providing vehicles will be given to the lowest bidder (L 1) who fulfils all the terms and conditions given in the tender document. In case of multiple tenderers emerging as the lowest bidder (L 1), the contract shall be then awarded to the L 1 who with the highest average annual turnover of the last 3 years work based on the certificate of experience submitted along with tender and performance record at other sites.
- v) The Director, IIT Tirupati reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IIT Tirupati in this regard shall be final and binding on all.
- vi) Canvassing in connection with tender/quotation is strictly prohibited.

Registrar

1. ABOUT IIT TIRUPATI:

Indian Institute of Technology Tirupati (IIT Tirupati) hereinafter called as “Institute”, is a Premier Autonomous Institute of National Importance under the Ministry of Education, Government of India situated at Yerpedu – Venkatagiri Road, Yerpedu, Tirupati Dist. – 517 619, Andhra Pradesh.

2. SCOPE OF WORK:

- 2.1 The institute intends to engage **Transport Services** from an experienced proprietorship/partnership/registered firm/company to provide good quality Bus Services / Tempo Services/ Car Services / Truck services for travel within the Institute campus and also from Institute Campus to various places in the city and surrounding areas.
- 2.2 This requirement will be materialized on a fixed monthly Kilo Meter basis. This will include Bus Services / Tempo Services/ Car Services / Truck services for Employees/ Employees family members/ Students/ Guests of the institute.
- 2.3 Depending upon the Institute’s requirement, there may be a need of above-mentioned Car/ Bus/ Tempo for Local & outstation duties On Call basis including Pick up and/or Drop as and when required.

3. GENERAL CONDITIONS:

- 3.1 The contract will be initially for a period of **two years** from the date of award of work. Based on satisfactory performance, the contract may be extended to such further period(s) on mutually agreed terms and conditions and in any case not exceeding 3 (three) years from the date of commencement of work.
- 3.2 The vehicles and drivers once deployed by the contractor should be with the Institute till the vehicles are released by the Institute.

3.3 ***The Vehicles 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 fortnight. The contractor should carry out the periodical maintenance of the vehicles supplied and ensure they are always in good condition.
- b. **GPS tracking** shall be provided to all the vehicles and access to tracking system shall be given to IIT Tirupati transport section.
- c. The ownership of the commercial vehicles should be in the name of the service provider or service provider should have proper vehicle lease agreement.
- d. 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.
- e. The seating capacity of the bus should be 50 with Front Door operation only. All seats should face forward with sufficient leg space as per RTA's specifications.
- f. Vehicles deployed should be in good running condition and should have vehicle registration, current comprehensive insurance, pollution control certificate and road tax coverage, permit, fitness and driving license with badge of driver etc.
- g. 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.
- h. **The model of the vehicles supplied should be brand new as per the details mentioned in page no.1.** Only such vehicles are accepted for usage at the Institute subject to satisfying the mechanical condition and road worthiness of the vehicle. The vehicles should also be in excellent condition mechanically as well as getup wise i.e. outer look/upholstery etc. should be decent looking.
- i. The vehicles should have a Fast tag and Yellow Board Number Plate.
- j. Contractor shall not deploy any vehicle running on LPG/CNG.

- k. 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.
- l. The vehicles 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.
- m. The vehicle provided should be of Global NCAP rating of 3 or more than 3 for both the adult and child occupants.
- n. The service provider shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without the prior written consent of IIT Tirupati.
- o. The service provider should have valid statutory sanctions/registrations/permits required to run the business and the same is to be produced as and when required. All Tax liabilities i.e. Road-Tax, GST, Insurance, Pollution control certificates, fast tag etc. will be borne by the service provider. Any violation would be attended by pro-rata deduction of charges, which will be deducted from the sum payable to the agency.
- p. Vehicles should be comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority.
- q. The vehicles will not be utilized by the Transporter for any other purpose than the requirement of the Institute during the contract duration and will be parked in the Institute's premises except when sent for maintenance.
- r. Planned / Preventive maintenance should be done on Sundays / holidays
- s. The hiring charges shall be on the basis of zero-based mileage i.e., mileage starting/ending from/at the office/at the place of the report, as the case may be. There will be no dead mileage for vehicles deployed on monthly basis. The kilometers for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches IIT Tirupati premises to the vehicle leaves IIT Tirupati premises.
- t. The Vehicles deployed shall be at the disposal of IIT Tirupati all the time as and when required. IIT Tirupati shall be free to use the hired vehicles in any manner for carrying officials, material etc. as per its requirements and the service provider shall not have any objection to it.
- u. **The successful bidder should provide every year the following items for the drivers deployed:**
 - i) Two pairs of full pure white uniform of good make & quality for each driver.
 - ii) Two sets of pure white cloth gloves of good make & quality for each driver.
 - iii) Two white driver caps good make & quality for each driver.
 - iv) Two pairs of black shoes for each driver.

3.4 The drivers provided by the contractor should fulfil the following conditions:

- a. The driver(s) should wear a neat uniform as prescribed in 3.3 (u)
- 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 year's of relevant experience.
- d. Should not smoke or drink; chew Pan/Pan masala/Tobacco inside the vehicle both while driving or otherwise.
- e. Should not get indulged in any activity inimical to security of the officers traveling in his Car.
- f. Should be in possession of a registered 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 drivers 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 drivers of these vehicles should behave in a decent manner with the Guests/students/Employees/Employee's family of the Institute.
 - l. The drivers of these vehicles should maintain trip books/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.
- 3.5 The Service Provider shall undertake to indemnify the Institute against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- 3.6 The Institute shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses or obtaining the clearance from police and RTA authorities on this account shall be borne by the Service Provider and the institute shall be indemnified from all such claims or losses etc.
- 3.7 Definition of Month: Generally, a vehicle will be hired on all working days and holidays i.e. maximum 30/31 days.
- 3.8 The Institute will not bear any cost towards operation, repair, maintenance, fuel oil replenishing, servicing, wages of the drivers, garage fee, insurance etc., The complete liability in such cases will be that of the contractor. It is the service providers responsibility for safe parking of their vehicles at their convenient place. Necessary taxes including Road Tax to be paid by the Contractor.
- 3.9 Only the reading that has to be recorded in the log book/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.
- 3.10 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/idle mileage between replacement of the vehicle. In case the contractor fails to send suitable substitute vehicle, the Institute reserves its right to arrange vehicle at the cost of the contractor and the cost of alternate arrangements will be deducted from the running bills besides fine/penalty.
- 3.11 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.
- 3.12 Service provider should use the log book/sheet as per format available in Annexure -X and those has to be supplied to the concerned driver. Entries in the log book/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.
- 3.13 **Since the Institute is an academic institution, there will be vacation around 2 to 3 months in a 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.**
- 3.14 The Institute has the right to enter into contract for hiring of vehicles with one or more service providers/bidders. When there are different L1's for different class of vehicles, then Institute may resort to multiple contracts with different bidders based on the L1 status of vehicles.
- 3.15 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.

- 3.16 The Institute reserves the right to hire Vehicles from other sources also in the exigencies of work notwithstanding the existence of this contract.
- 3.17 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.
- 3.18 **“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 IIT Tirupati also.”
- 3.19 Covid -19 Instructions and protocol shall be strictly adhered and always followed.
- 3.20 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 ₹1,000 per day if the vehicle is not provided within two hours.
- 3.21 A.C. will be running the entire Time while the guest or any person related to the Institute is within the vehicle.
- 3.22 **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.**
- 3.23 Income tax/surcharge/TDS will be recovered at source as per IT rules in force from time to time. The contractor shall furnish their PAN/GST number to the Institute.
- 3.24 The Travel Agency should be registered with the GST for payment of GST and the contractor should furnish the GST number.
- 3.25 **The contract can be terminated by giving one 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.**
- 3.26 Any deviation/violation or breach of the said terms and conditions will be viewed seriously, and the contract will be terminated without prior notice.
- 3.27 All the vehicles should report in time at the places ad advised by the Institute. Any delay will be viewed as a serious deficiency of service and action taken accordingly.
- 3.28 **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 vehicle:
Delays not because of mechanical failure/act of nature: -
- i. 5 to 10 Minutes: ₹100/- per event.
 - ii. 10 to 20 Minutes: ₹200/- per event.
 - iii. 20 to 30 Minutes: ₹300/- per event.
 - iv. More than 30 Minutes: ₹500/- per event.
 - v. Failure to provide a vehicle: ₹1,500/- per event.
 - vi. Not wearing uniform: ₹100/- per event.
 - vii. Misbehaviour with IITT Guest/Employee/Student/Employee family: ₹200/-per event.
 - viii. Inadequate cleanliness: ₹100/- per event.
 - ix. Improper servicing/mechanical condition due to poor maintenance: ₹500/- per event.
 - x. Providing invalid/inappropriate driver: ₹1,000/- per event.
 - xi. Driver found drunk/indulging in gambling/any other antisocial activities during duty hours: ₹2,000/- per event.
 - xii. During the contract period, if the bidder provides vehicles of older model than prescribed model, a penalty @ ₹2,000/- per day will be imposed till the supply of required model vehicles. This period should not be more than 3 days in any case, else the agreement may terminate.
 - xiii. An amount of ₹500/- per person per day will be charged from the contractor, if the uniforms/shoes/cap/gloves are not given within thirty days of award of the contract. Penalty shall be levied from the day following the day of completion of thirty days.

3.29 **Terms and conditions of vehicles hired on MONTHLY BASIS in addition to the above-mentioned general conditions:**

- a. After entering the contract, the identified vehicles 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.
- b. The service is to be provided on all weekdays Monday to Sunday including holidays from 07:30 hrs. to 19:30 hrs. The rates shall be quoted accordingly in BoQ-1, no separate billing/rate will be made for Sundays or Holidays.
- c. **Normal usage of the vehicle is between 07:30 hrs. to 19:30 hrs.** for about 12 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.
- d. 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 cases driver special allowance (batá) will be paid separately (from 19:30 hrs. to 07:30 hrs.) 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.
- e. 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.
- f. 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.

3.30 **Terms and conditions of vehicles hired on CALL/NEED (hourly/daily/Pick-up/Drop) basis in addition to the above-mentioned general conditions:**

- a. Contractor shall invariably provide the vehicles on call/need (hourly/daily/Pick-up/Drop) basis as per the BoQ-2 & BoQ-3, and the Institute will intimate the contractor two 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.
- b. 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 may be terminated without giving any prior notice.
- c. Failing to adhere to clause 30(b), 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.

3.31 The vehicle driver should bring the log book/sheet provided in the Annexure-X and take signature from the guest or any other person for whom the vehicle was hired for and log book/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.

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

3.33 **All the pages of the Tender Document must be duly signed and stamped by the Contractor. Incomplete or Partially filled quotes shall be summarily rejected.**

3.34 No conditional bids shall be entertained by this Office and all conditional bids will be summarily rejected.

3.35 ILLEGIBLE, IRRELEVANT & INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED. AGREEMENTS WILL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE.

3.36 In case of any dispute of any kind and in any respect whatsoever, the decision of the Institute shall be final and binding.

4. BID SECURITY/DECLARATION DETAILS:

4.1 Bid Security (EMD) amount of ₹1,00,000 (One Lakh only) should be submitted through ECS (Bank transfer / NEFT / RTGS) in favour of Indian Institute of Technology Tirupati.

4.2 Bank A/c Details for crediting Bid Security:

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

4.3 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 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.

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 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 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.

4.4 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.

4.5 The Bidders will have to upload a scanned copy of Payment details towards EMD 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:

- 5.1 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.
- 5.2 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.
- 5.3 Experience and Past Performance:
- i) The service provider should have a minimum of 3 years of experience in providing Bus services/Tempo services/Truck services/Car services to any government department/industries and relevant documents that substantiate the same should also be submitted with technical bid.
 - ii) The bidder should attach copies 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**.
 - a) Three similar works of ₹25,00,000/- in a financial year of last 3 financial years OR
 - b) Two similar works of ₹35,00,000/- in a financial year of last 3 financial years OR
 - c) One similar work ₹65,00,000/- in a financial year of last 3 financial years
 - iii) 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.
- 5.4 **Annual Turnover:** Bidders Average Turnover for the last three financial years i.e. 2020-21 to 2022-23 should not be less than **₹25,00,000** for **bus services/Tempo services/Truck services/Car 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.
- 5.5 The service provider should be proprietorship/partnership/registered firm/company and the vehicle(s) should be registered in ANDHRA PRADESH ONLY. **The Bidder should have its office in Tirupati District or within 150 KM radius from Tirupati for operational conveniences. Proof of the same is to be submitted.**
- 5.6 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.
- 5.7 The bidder should be registered with the Central Board of Indirect Taxes & Customs for the purpose of Goods & Service Tax.

6. FINANCIAL BID DETAILS:

Financial bid i.e. BoQ-1, BoQ-2, BoQ-3 formats given with tender (in pdf 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 formats only, offers indicating rates anywhere else shall be liable for rejection.

7. BID VALIDITY PERIOD:

The bid will remain valid for 120 days from the date of opening as prescribed by IIT Tirupati. A bid valid for a shorter period shall be rejected, being non-responsive.

8. BID SUBMISSION:

8.1 Instruction to Bidder

- i) 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.
- ii) 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).
- iii) 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.
- iv) 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.
- v) 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.
- vi) 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.

8.2 Online Bid Submission Procedure

i) Cover-1:

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

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 be liable for rejection of the bid.

ii) Cover-2:

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

iii) 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.

9. BID OPENING:

- 9.1 Technical Bids will be opened on **20.10.2023 @ 15.00 Hrs.**
- 9.2 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.
- 9.3 Bids shall be summarily rejected, if tender is submitted other than through online or Bid security/declarations are not submitted within stipulated date / time.

10. BID EVALUATION:

10.1 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.

10.2 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

The bidder has to support the technical bid with valid MSE Certificate to avail the benefit of purchase preference.

11. PAYMENT TERMS:

- 11.1 The Agency will have to submit the invoice along with all supporting documents of the previous month for payment to IIT Tirupati during the first week of the succeeding month.
- 11.2 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.
- 11.3 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.

12. PERFORMANCE SECURITY DETAILS:

- 12.1 The successful bidder will have to deposit a performance security deposit equivalent to one-month bill to be calculated based on the initial deployment of vehicles in the form of Performance Bank Guarantee (PBG) of any nationalized Bank in favor of IIT Tirupati. This PBG shall cover entire period of contract and shall remain valid for a period of 90 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall be renewed for the extended period. If the monthly bill at any time increases by 25%, additional PBG shall be given by the successful bidder.
- 12.2 No interest will be paid by IIT Tirupati on the deposit. After successful completion of the contract, the security deposit will be refunded after adjusting dues if any to the IITT from the Contractor.

- 12.3 Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- 12.4 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.
- 12.5 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.

13. CONTRACT PERIOD:

- 13.1 The contract will be initially for a period of **two years** from the date of award of work. Based on satisfactory performance, the contract may be extended to such further period(s) on mutually agreed terms and conditions and in any case not exceeding 3 (three) years from the date of commencement of work.
- 13.2 IIT Tirupati can terminate the contract with one-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.
- 13.3 The contract can be terminated by giving one months' notice in writing by either party.

14. 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 within 15 days.

15. TERMS AND CONDITIONS:

- 15.1 **Termination for Insolvency:** 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.
- 15.2 **Jurisdiction:** 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.
- 15.3 **Force Majeure:** 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. 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.
- 15.4 **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.
- 15.5 **Other Conditions:**
 - a) The bidder has to upload the relevant & readable files only **without blur** 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 number of hired vehicles may increase or decrease in future depending upon the requirement and that will be intimated to the contractor as and when the situation demands. Once the rates are finalized, no increase will be considered in the rates quoted by the successful bidders in any case during the period of the contract. The Contractor(s) should be in a position to supply additional vehicles on short notice as and when required.**
- 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.
- j) No escalation of prices shall be admissible during the term of the contract.
- k) Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between the successful bidder and IIT Tirupati.
- l) Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Institute whose decision shall be final and conclusive.

16. CANCELLATION OF CONTRACT:

- 16.1 Notwithstanding any other provisions in this contract, the IITT reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- 16.2 **Document(s) not being genuine:** In case any document(s) produced in support of eligibility criteria or any other document(s) turns out to be not genuine:
 - a) **Before award of work:** The work will not be awarded, EMD shall stand automatically forfeited, and the tenderer will be liable for any further action as may be deemed appropriate by IITT; or
 - b) **After award of work:** The award of work will be cancelled, Security Deposit shall stand automatically forfeited, and the contractor will be liable for any other action as may be deemed appropriate by IITT.

UNDERTAKING

To
The Registrar,
Indian Institute of Technology Tirupati
Yerpedu – Venkatagiri Road, Yerpedu,
Tirupati Dist. – 517 619.

Tender No. IITT/ADMIN/2023-24/15, dated: 26.09.2023

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

Sir,

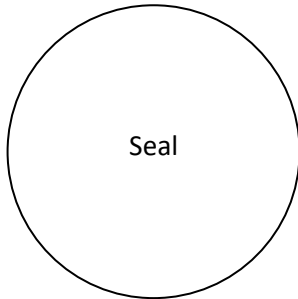
1. I /we hereby submit our tender for hiring of bus services/Tempo services/Truck services/Car services to IIT Tirupati on contract basis.
2. I/ We hereby submit the details of Bid Security (EMD) paid to the Indian Institute of Technology Tirupati towards.

Particular	Amount (₹)	Payment Reference Details	Payment Date
Bid Security (EMD)	1,00,000		

3. 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.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

Bid Security Declaration

(To be provided on letter head of the firm)

To
The Registrar,
Indian Institute of Technology Tirupati
Yerpedu – Venkatagiri Road, Yerpedu,
Tirupati Dist. – 517 619.

Tender No. IITT/ADMIN/2023-24/15, dated: 26.09.2023

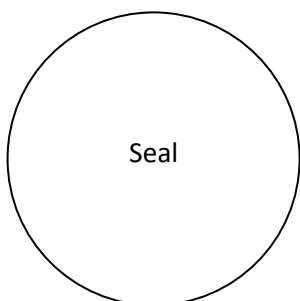
(Notice Inviting Tender for hiring of bus services/Tempo services/Truck services/Car services to IIT
Tirupati on contract basis)

Sir,

I/We, the undersigned declare that:

1. I/We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.
2. I/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:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

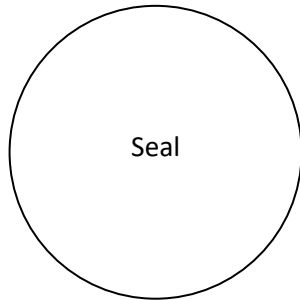
CERTIFICATE

(To be provided on letter head of the firm)

I/We hereby certify that our 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/We 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 the bid may be summarily rejected and in case any contract given to our firm may the same may be summarily terminated and the firm shall be blacklisted.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

EXPERIENCE DETAILS

(To be provided on letter head of the firm)

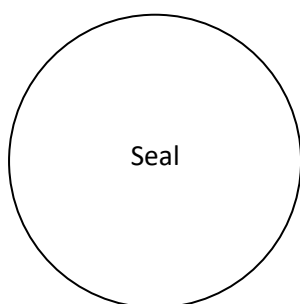
I. Experience: [As per tender Clause No.5.3 (i) under eligibility criteria]

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
2020-21				
2021-22				
2022-23				

II. Details of Running Contract: [As per tender Clause No.5.3 (ii) under eligibility criteria]

Year	Name of the service with details	Order No. & Date (Copy of the Orders to be attached)	Date of completion and % of contract executed as on date	Contact Details of Client
2020-21				
2021-22				
2022-23				

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

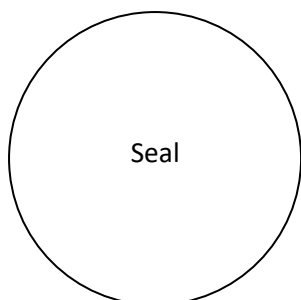
ANNUAL TURNOVER STATEMENT

(To be provided on letter head of the firm)

Annual Turnover and Profit Details: *[As per tender Clause No.5.4 under eligibility criteria]*

Evaluation Criteria				Remark	Whether 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.	-	-
	2022-23			Supporting Documents are to be attached along with the Annexure-V	
	2021-22				
	2020-21				

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

TECHNICAL DETAILS

(To be provided on letter head of the firm)

All the technical details shall 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	Copy Submitted (Yes / No)
1	Name of registered Contractor/Firm/Company/ Partnership (with Proof of Registration)		
2	Date of Incorporation / Establishment		
3	Registered Office Address		
4	Phone/Fax Number		
5	Email		
6	Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name: Designation: E-mail: Mobile No.	
7	Details of Contact other than Authorized Signatory	Name: Designation: E-mail: Mobile No.	
8	The Tenderer/firm/Agency should have a Registered Office with Regn No. within Tirupati District or within 150 km radius & proof of the same shall be submitted		
9	Number of years of experience in the field of Providing bus services/Tempo services/Truck services/Car services on contract basis		
10	List of clients, including Govt/ Semi Govt/ PSU/Banks etc. (enclose client satisfaction certificates from at least three)		

11	Number of vehicles owned and operated by the company with year of manufacture. (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	Copy Submitted (Yes / No)
1	Valid License / Regn. No		
2	Regn No. (under shops and establishment Act) with Labour commissioner		
3	EPF Regn. No		
4	ESI Regn. No		
5	GST No.		

3. Details of Financial Status:

Sl. No.	Description	Details	Copy Submitted (Yes / No)
1	PAN Number		
2	Annual Turnover of last 3 years. Proof of IT Return and Audited Statement of Accounts to be attached.		
3	Bank Details of the Agency Bank Name : Name of the Branch : Branch Code : Bank Address Bank : Type of Account : Account Number : NEFT/IFSC Code : RTGS Code : 9 Digit MICR Code :		

4. Details of Infrastructure

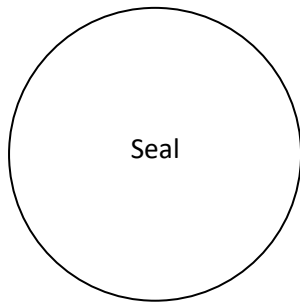
Sl. No.	Description	Details
1	Address of the Head/Registered Office	
2	Address of branch office(s), if any	

5. Details of personnel available in head office and branch office(s):

Sl. No.	Name	Designation	Duties Assigned

6. Any other relevant details/comments:

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

UNDERTAKING BY THE CONTRACTOR

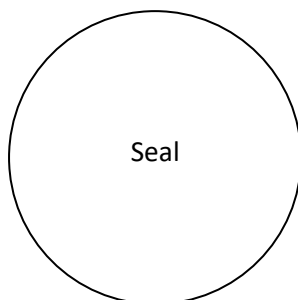
(To be provided on letter head of the firm)

I/We hereby certify that:

1. I/We have made the site visit in order to evaluate the work to be performed, have clearly understood the work to be performed and have quoted accordingly.
2. I/We agree that, under no circumstances, payment of wages to the drivers in cash shall be made by me/us.
3. I/We have read the Tender document including all the Conditions of the contract. I/We agree to abide by the same.
4. I/We will provide Bus services/Tempo services/Truck services/Car services on monthly basis and for Local & outstation duties On Call basis including Pick up and/or Drop as and when required.
5. I/We agree that the payment will not be made for the work not carried out in accordance with the contract.
6. I/We agree to pay minimum wages, EPF, ESI, and other statutory payments to the drivers on or before 7th day of every calendar month.
7. I/We agree to keep this tender open for acceptance for a period of 120 days from the date opening of technical bid and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted.
8. I/We understand that my/our “Earnest Money Deposit” submitted along with the tender will be liable for forfeiture.
9. I/We also hereby agree to abide by the rules and regulations of the IITT, conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by IITT.
10. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if [a] I/We do not execute the contract documents within 7 (seven) days after getting information from IITT, or [b] I/We do not commence the work within 15 (fifteen) days after getting information from IITT.
11. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

CHECKLIST FOR BIDDERS TO BE SUBMITTED IN DULY FILLED AND SIGNED

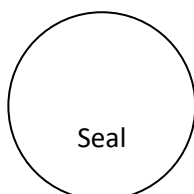
(To be provided on letter head of the firm)

Sl.No.	Name of the Document	Submitted (Yes/No)	Page No. of the attached Document
1	Incorporation/Registration certificate of company		
2	PAN Card		
3	GST Registration copy		
4	Bank Account Details		
5	Tender acceptance letter & EMD Details (Annexure I)		
6	Bid security Declaration (Annexure-II)		
7	Non-Blacklisting undertaking (Annexure III)		
8	<p>The bidder should attach copies 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 ₹25,00,000/- in a financial year of last 3 financial years OR</p> <p>II. Two similar works of ₹35,00,000/- in a financial year of last 3 financial years OR</p> <p>III. One similar work ₹65,00,000/- 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>		
9	<p>Annual Turnover: Bidders Average Turnover for the last three financial years should not be less than ₹25,00,000 for bus services/Tempo services/Truck services/Car 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.</p>		
10	Technical Details in Annexure-VI		
11	Undertaking by the Contractor in Annexure-VII		
12	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.		
13	Details of Infrastructure as per Point No.4 of Annexure-VI		
14	Details of personnel available in head office and branch office(s) as per Point No.5 of Annexure-VI		

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

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

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)

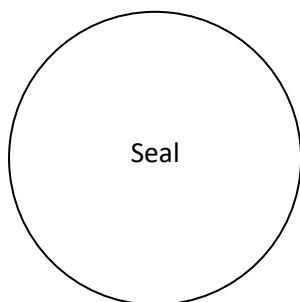
- 3. Purpose of Journey (detail)
- 4. Places visited
- 5. Meter Reading at Starting Point at closing Point
- 6. Total KMs Run
- 7. Time at Starting Point at closing Point
- 8. Extra Detention Hours (beyond duty Hrs.)
- 9. Charges for Parking/Toll Tax etc.....
- 10. Number of Night Halts (for outstation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

Driver's Name & Signature

Signature of User

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

