



Tender Ref No: IIITDWD/MMU/BUSHIRE-199/2020/4225

Date:28/10/2020

NOTICE INVITING TENDER

Sealed tenders are invited from Vehicle Service Provider Firm/Agency/Owner capable of providing required Vehicles for IIIT Dharwad. Tender document can be downloaded from the Institute website www.iiitdwd.ac.in. Sealed Tender must reach the office on or before the closing date and time of submission. The tender shall be published on Institute website and local newspaper.

Schedule of Requirement

S.No.	Type of Vehicle Required	Period
01	Bus 20 to 25- Seater with driver	12 Months

<i>Detailed Information</i>	
Name of the Work	Providing 20 to 25 - Seater bus with Driver to IIIT Dharwad, Tasdasinakoppa on rental basis.
Closing Date & Time for submission of bid	9th Nov 2020; 05:00 PM
Opening Date & Time (Technical Bid)	10 th Nov 2020; 10:00 AM
Opening Date & Time (Financial Bid)	After Technical Evaluation
Earnest Money Deposit (EMD)*	Rs 39,000/- in the form of a Demand Draft drawn in favour of "Director, IIIT Dharwad" payable at Hubballi/ Dharwad, and valid for a period of minimum 60 days from the date of opening bid.
Processing Fee (Non refundable)	Rs 1,000/- in the form of a Demand Draft drawn in favour of "Director, IIIT Dharwad" payable at Hubballi/Dharwad
Bid to be submitted to (By Speed Post Only)	Registrar IIIT Dharwad 3 rd Floor, IT Park Hubballi-580029 (By Speed Post Only) Submitting bid in person is not accepted
For any clarification	procurement@iiitdwd.ac.in

*Note: Service Provider means Service Provider/Supplier/Agency/Firms/Company.

-Sd/-
Registrar

Background

Indian Institute of Information Technology Dharwad is an autonomous body set up by Govt. of India, under Ministry of Education (PPP), New Delhi and is an Institute of National Importance.

IIIT Dharwad intends to hire vehicle service with driver on monthly/daily basis for use of student/official purpose at Tadasinakoppa, Dharwad. This hiring is for period of 12 months from the date of award of service order.

General Terms & Conditions:

1. The hiring of the bus is primarily for transport of students and employees of IIIT Dharwad to the campus. However, the institute may ask the vehicle to be used for any other purpose deemed fit by the institute.
2. The vehicle shall have permission to transport students for educational institute.
3. All the documents/experience certificates must be in the name of the bidding firm/owner. Any document from any other sister concern/subsidiary will not be considered.
4. Vehicles should be in good working condition with proper interiors and exterior. (Vehicle shall not be older than 3 years).
5. The vehicle seating capacity will be considered as per the Registration Card (RC) issued by the Competent Authority (RTO). The Vehicle shall be registered in Karnataka only.
6. Fancy and Personalised stickers will not be allowed on the vehicle.
7. The Institute has right to use/display the Logo and Institute name on the vehicle.
8. The owner should quote rates for hiring of vehicle with driver as per the format of the financial bid.
9. The vehicle should have valid registration with up to date insurance, emission certificate, fitness, permit or any other statutory requirements from the appropriate authority.
10. The use of the vehicle may be in Dharwad Districts of Karnataka. If needed vehicle may be sent to other parts of India. In general, vehicle shall be stationed at IIIT Dharwad Campus.
11. The Institute reserves the right to ask for vehicle services on 24x7 basis during the contract period.
12. It shall be the responsibility of the Service Provider to pay all taxes and levies to the government from time to time and ensure to keep all documents like Road Permit, Insurance, and Pollution Certificate etc. up-to-date.
13. The bidders must submit the technical and financial bids in separate envelopes and super-scribe accordingly. Both these two envelopes to be submitted in single bigger envelope. The bid shall be in a sealed envelope super scribing 'vehicle hiring service'.
14. The technical bid must include the EMD and Processing Fee in form of Demand draft or proof of online payment.
15. Bank Details for online payment:

Name of Account Holder	IIIT Dharwad
Name of the Bank	SBI (Anjuman Complex, HDMC Circle, Dharwad)
Account No	37160679153
Account Type	SB Account
Bank branch / IFSC code	SBIN0040352
MICR Code	580002316

16. First the technical bids will be opened and evaluated. Financial bids of only the technically qualified bidders shall be opened later.
17. It shall be the responsibility of the Service Provider to undertake periodical services, minor and major repair works. Maximum 2 day may be permitted per two months for maintenance/servicing and during this time kilometre will also not be considered as a service for IIIT Dharwad.
18. IIIT Dharwad shall not have any financial or other liabilities in case of any accident or any damage to the vehicle due to any reason. IIIT Dharwad shall not have any liability towards drivers/staff of the vendor. They shall not have any kind of claim for employment in the institute.
19. IIIT Dharwad shall not be responsible to normal wear and tear during the contract period.
20. The vehicle shall be parked in the premises of the IIIT Dharwad Campus.
21. The log book shall be maintained in proper way for monthly hiring.
22. The interested bidder shall submit a set of copies of the all the relevant documents as asked below. All these documents must be valid and up to date. The documents must be enclosed with the technical bid:
 - (a) EMD
 - (b) Processing
 - (c) Vehicle Registration/Certificate for commercial use,
 - (d) GST Registration Certificate of the firm (must be in travel trade)
 - (e) PAN of the Firm/Proprietor in case of single ownership firms
 - (f) Insurance Policy Document of the vehicle(s)
 - (g) Pollution Clearance Certificate of the vehicle(s)
 - (h) Identification Proof (Voter ID, certificate of residence or PAN etc.) of the owner of the vehicle,
 - (i) Aadhar card copy
 - (j) Trade License (must be in travel trade) if applicable.
 - (k) Firm Registration (must be in travel trade) if applicable.
 - (l) A copy of the tender documents duly stamped and signed.
 - (m) Experience certificates of service rendered to other company/institute.
 - (n) Attaching Colour Photos of interior and the exterior of the bus will be appreciated.
23. The vender should read carefully before submitting the final bids, the rates for hiring shall remain unchanged for the contract period.
24. In case, the service provider violates any of the clauses, the Institute has right to cancel the contract and the EMD will be forfeited.
25. In case the service provider decides to withhold or is unable to provide services for any reason they may do so with a written intimation of one (01) month prior to the office of undersigned. The competent authority shall decide the course of action in such cases which shall be final.
26. The successful bidder may have to enter into an agreement with the Institute embodying all the terms and conditions of the contract. The terms and conditions of the bid will form part of the agreement along with other clauses.
27. Successful bidder will have to provide vehicle within 07 days from the date of receipt of the work order along with a signed copy of agreement.

28. The period of contract shall be of 12 months' duration from the date of signing of the agreement. This duration can be extended on the basis of performance. In case of unsatisfactory services, the institute reserves the right to cancel the service contract with short notice without assigning any reason whatsoever.
29. In case of any dispute, Director, IIIT Dharwad shall decide the issue and his decision will be final and shall be binding on the parties.
30. Payment shall be made on monthly basis within 15 working days after the receipt of valid bills, copy of duly maintained logbook.
31. Outstation charges for driver will be paid as per Institute rules and regulation during the contract period.
32. Corrigendum, if any after the publication of this tender enquiry shall only be uploaded in website only.
33. The vendor shall ensure that your employee shall not indulge in any sort of "Gambling" inside the Institute campus, smoking, consumption/distribution of alcohol, use of gutka/ pan beeda etc by the employees, defacing of premises is strictly prohibited.
34. The vendor shall provide uniforms to the employee.
35. Legal Matter: All disputes are subject to Dharwad Jurisdiction only.
36. Due to Covid-19 pandemic the bus should be sanitized/ fumigated periodically.
37. The vehicle shall be kept clean and tidy every day.
38. CANVASSING:
 - a. Canvassing in connection with tenders is strictly prohibited and the Tenders submitted by the Tenderers who resort to canvassing shall be liable to rejection.
 - b. Subject to the provisions concerning clarification of Bids, no Bidder shall contact the committee on any matter relating to its bid from the time of the bid opening up to the time that the contract is awarded.
 - c. Any effort by the Bidder or Bidder's representative however described to influence the committee in any way concerning scrutiny, consideration, evaluation of the Bid(s) or decision concerning award of contract shall entail rejection of Bid and action against the bidder as deemed fit.
 - d. The committee will deal with the Bidder on a Principal basis, without involvement in any manner in India or abroad of any agent or consultant or associate or another person howsoever described.

-Sd/-

Registrar

(Annexure-I)

Pre-Qualification Requirements
(Information required to be furnished by owners/firm)

- 1) Name of the firm/Agency/Provider :
- 2) Name of Owner of the vehicle :
- 3) Office Address/Mobile No. and email :
- 4) Firm Registration No. :
(Registration copy enclosed) in case of firm/agency
- 5) GST No. and Registration Type :
(Submit the Xerox copies of related documents)
- 6) PAN No. :
- 7) Vehicle Registration No. :
- 8) Bank A/c Number with Bank Name & IFS Code : A/c No.:
Bank Name:
IFSC:
- 9) Validity of Vehicle Insurance :
- 10) Copy of trade license for Tours & Travels, if available:
- 11) Copy of PAN, Aadhar, Voter ID of Original : owner of the vehicle

I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.

Signature:

Name:

Firm's Name:

(Stamp)

(Annexure-II)

UNDERTAKING

(On the Letter Head of the Bidder)

To,

**Registrar
IIIT Dharwad
3rd Floor, IT Park,
Hubballi-580029**

**Subject: “Tender for Providing Vehicle (Bus) Service” at IIIT Dharwad, Tadasinakoppa,
Dharwad against the Tender No.: No. IIITDWD/MMU/BUSHIRE-188/2020/4219
Date:19/10/2020**

Dear Sir,

We, the undersigned service providing Agency having read and examined in detail the terms and condition as specified in this tender document in respect of providing vehicle service at

IIIT Dharwad, Tadasinakoppa, Campus Dharwad do hereby agree to supply the service as per the terms & conditions mentioned in this tender document.

1. We undertake that we shall strictly abide by the terms & conditions mentioned herein in letter and in spirit.
2. Bid pricing: We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document.
 - (i) Neither I/We, nor anybody on my /our behalf will indulge in any corrupt activities/ practices in my /our dealing with the Institute.
 - (ii) I/We, further certify that I/We, possess all the statutory/non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
 - (iii) I/We certify that the submitted quotation is duly paginated and contains from page no. 1 to

Date:

Signature and Seal of the Bidder

(Annexure-III)

PRICE BID: FOR VEHICLE HIRING

(On the Letter Head of the Bidder)

The Financial Bid should include Hiring Charges payable (monthly with minimum 1000 Kms/month), (Rate per extra KM) and (GST).

S. No.	Types of Vehicle*	Monthly Hiring charges (For minimum 1000 KMs /month)	Rate per extra KM	GST
1	Bus 20 to 25-Seater with driver			

The quoted rates should be inclusive of all charges.

Date:

Seal & Signature:

Name:

Mobile No: