

**TENDER**

**FOR**

**HIRING OF CARS FOR IIT MANDI**

**Tender No. - IITMandi/Transportation/2015-16/152/**

**Tender Issue Dates**

**Deadline for Tender submission** : 29 December 2015, 1300 Hours

**Tender Opening Date & Time** : 29 December 2015, 1500 Hours  
(Technical Bid)



**Indian Institute of Technology, Mandi**

Website: [www.iitmandi.ac.in](http://www.iitmandi.ac.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

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## TENDER DOCUMENT

1. Indian Institute of Technology Mandi, (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, invites sealed tenders in two-bids (1. Technical & 2. Financial) from well-established reputed transporters (hereinafter referred to as the “Tenderer”), having relevant experience for providing the cars on rent to Government and large private organizations /Institutions.

2. **Type of Transport Requirement.** IIT Mandi proposes to hire 2 x Innova Cars (Six Seater) , 1 x IndiGo (4 Seaters) cars. Tenderer needs to provide these vehicles for IIT Mandi initially for one year, further extendable upto one more year based on satisfactory completion of contract. Contract will be based on monthly fixed rent of vehicle (fuel charges payable by the institute) and for operating within Himachal Pradesh primarily. However, the cars may be employed for movement of personnel to Delhi/ Chandigarh/ Shimla/ Kullu/ Dharamshala/ Roorkee or any other place at short notice even during holidays/ Sundays. The requirement of transport may be met using following types of vehicles, all of which must be of **2014 or later model.**

**Tender document can be downloaded from the IIT Mandi website at URL Link:**  
<http://www.iitmandi.ac.in>, <http://eprocure.gov.in>

3. **Deposits** the tenderer shall be required to deposit the refundable earnest money deposit (**EMD**) for an amount of Rs 75,000/- (Rupees Seventy Five Thousand only) and a non-refundable tender fee of Rs. 500/- (Rupees Five Hundred only) by way of demand drafts only. EMD and demand drafts will be provided in an envelope, duly marked as “EMD and Tender Fees for the Hiring of Cars for IIT Mandi December 2015” alongwith the Tenderer's name and address. The demand drafts shall be drawn in favour of “Registrar, IIT Mandi” payable at Mandi. **The bids if not accompanied with EMD and the tender fees will NOT be entertained and summarily rejected.**

4. Offers in financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink or ball pen without any cutting or overwriting. Use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer.

5. All **Three Envelopes** containing (i) **EMD&Tender Fees**, (ii) **Technical bid** & (iii) **Financial bid** should be individually sealed and then be placed in a fourth envelope, sealed and superscribed with tender number and the due date of submission and address to :-

The Registrar  
Indian Institute of Technology Mandi  
Kamand Campus, VPO Kamand,  
Distt. Mandi – 175005, Himachal Pradesh,India

6. The Sealed tender should reach the Institute latest by **29 December 2015** **1300 Hours.** Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or Fax.

7. At any time prior to the deadline for submission of bid(s), the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by prospective tenderer, modify the tender document by amendment and it will be published on the website.

8. **Technical bid will be opened on 29 December 2015 at 1500 Hours** at IIT Mandi, Kamand in the presence of the tenderer(s) or their authorized representative(s) who are present at the scheduled date and time. Financial Bids of Only those qualifying in Technical Bids will be opened.

9. IIT Mandi reserves the right seek clarifications from any bidder (with copy endorsed to all the bidders), to reject any or all tenders, or recall the tender in case it is felt that the rates quoted are not reasonable, or there is a doubt about authenticity of documents submitted during the technical bid. prior to award of contract without assigning any reason whatsoever.

### **INSTRUCTIONS TO TENDERER**

10. Tender should be submitted in two parts, **Part – I (Technical Bid) & Part – II (Financial Bid)**.

Please refer to instructions at Para 5 on page 2 regarding number of envelopes and labeling of the same for putting in your bids.

**Part I (Technical Bid): (Please refer Annexure A for additional details.)**

11. The Technical bid shall include the following :-

(a) Valid registration and license details for providing Cars on Hire for IIT Mandi under the relevant statutes.

(b) Tenderer should not have been debarred or blacklisted by any Central / State Governments Departments/Autonomous Institution/University of India. An affidavit to that effect on Non- Judicial stamp paper of 10/- duly notarized shall be enclosed with the technical bid. The format of the affidavit is attached with the tender as **Annexure C**.

(c) Copy of Vehicle Registration Certificate (RC), Insurance Certificate etc must be enclosed with technical bid to prove that the number of vehicles proposed to be provided and its vintage (year of model) by the Tenderer are actually held.

(d) Regarding experience in providing cars for hiring, a copy of a certificate/ contract from the previous employers - self attested will be submitted to prove the experience **(Original – not photocopy)**.

(e) PAN Card photocopy, IT returns of last three years & Proof of Address, all self attested.

12. **Earnest Money Deposit**. Please refer Para 3 on Page 2 of the tender document.

13. **Tender Cost**. Please refer Para 3 on page 2 of the tender document.

**PART – II (Financial Bid): ( Please refer Annexure B for details)**

14. (a) The financial bid should be in the format enclosed with tender as **Annexure B** and kept in separate sealed cover. Failure to provide financial bid in a separate sealed cover will result in invalidation of the offer.

- (b) The financial bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized person(s). In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

15. The tenderer shall submit one copy of the tender document and addenda thereto, if any, with each page of this document signed and stamped as a proof to confirm the acceptance of entire terms & conditions of the tender by the tenderer.

16. **Rejections.** The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria and / or fails to submit the required documents as required / or mentioned in tender document are liable to be summarily rejected.

17. **Validity of Quote.** Quoted rates must be valid for a period of 90 days from the stipulated last date of submission of tender. The overall offer for the assignment and tenderer's quoted price shall remain unchanged during the period of validity. In case the tenderer(s) withdraws his offer during the validity period, the EMD deposited by him shall be forfeited without assigning any reason thereof. The tenderer(s) should be ready to extend the validity, if required.

18. **Tender Preparation Cost.** The tenderer shall solely bear all the costs associated with the preparation and submission of the bid. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process. In no case, such costs shall be reimbursed by the Institute.

19. **Award of Contract:**

(a) After due evaluation of both the Technical & Financial bids, IIT Mandi will award the contract to the selected Tenderer (hereinafter referred to as the "Contractor") and issue a work order.

(b) In case the period of contract is extended further by the Institute in consultation with the contractor, the validity of performance guarantee shall also be extended by the contractor accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.

20. **Performance Guarantee.**

(a) The tenderer selected and awarded contract shall provide Performance Guarantee in terms of **5% of the Annual contract amount in terms of Fixed Deposit Receipt** made in any of the Nationalized bank (preferably SBI), **pledged in favour of "Registrar, IIT Mandi" within 10 days of award of the contract.** Annual Contract amount shall be calculated by IIT Mandi and intimated to the selected party based on fixed rate per month and number of vehicles offered by the selected tenderer for award of the contract.

(b) The performance security, as furnished by the tenderer, shall remain valid for a period of **sixty days beyond the date of completion of all contractual obligations** of the contractor under the agreement to be executed by and between the Institute and the Contractor.

21. **Refund of EMD** The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of performance security. Earnest money deposit of the successful tenderer shall be forfeited, in case of default as defined in para 21 below.

22. **Default.** The tenderer shall forfeit to the institute the Earnest Money Deposit (EMD) for an amount of 75,000/- (Rupees Seventy Five Thousand only) in case of default which is considered for the purpose of this tender/ contract as :-

(a) Failing to provide cars to IIT Mandi as per the contract within three days of award of the contract, or

(b) Failure to provide Performance Guarantee as given in Para 13 above within stipulated time frame.

(c) Furnishing false information to secure this contract, which may be found during the tendering process or at a later stage during the operation of the contract.

23. **Terms & Conditions:**

(a) All vehicles provided to IIT Mandi should be in excellent roadworthy and running condition and of **2014** or later model, **as given in the technical & financial bid of tender document** with good interiors, free from any past history of accidents and fully insured, including third party. Fitness certificate issued by Regional Transport Office (RTO) should be submitted to IIT Mandi.

(b) Only inspected and approved vehicles will be sent for service on regular basis. Vehicles sent as replacement / standby will also be subjected to inspection and approval. Institute reserves the right to inspect all / any vehicle at any time during the trip.

(c) The cars shall run as per the schedule/ requirement given by the Institute. The vehicles will be deployed even on Sundays/ Holidays as per the Institute requirements including special duties over and above scheduled requirements as and when needed. The contractor should strictly follow the schedule. Exact Kms covered will be entered in log book after every duty from the indenter of the car.

(d) The cars provided should have neat and hygienic seat covers, portable fire extinguishers, portable vacuum cleaner which can be operated from Car/ Battery, first aid box and a banner plate denoting that they are on duty for IIT Mandi.

(e) All vehicles supplied must have a **pollution free certificate** at all the time.

(f) Drivers sent with vehicles should have a valid commercial driving license and they must be regular employees of the agency. All drivers must be physically and mentally fit for services and not be older than 60 years. **Medical fitness certificate from Chief Medical & Health Officer** of each of the Driver may be asked. If any driver is found not fit or their behavior is not satisfactory, the Institute reserves the right to ask the agency to replace the driver immediately. **Driver must be in proper uniform (dress) as per the statutory requirement.** Sufficient drivers must be catered to run vehicles as per

institute requirement including on Sunday/ Holidays/ Special Duties over and above stipulated schedule. Prior permission will be taken before change of drivers in case it is inevitable.

(g) In case of any delays / breakdown / non-reporting of vehicle, the information should immediately be passed on to the “Authorized Person” appointed by IIT Mandi and suitable replacement is to be arranged as early as possible.

(h) The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Institute reserves the right to check randomly alcohol contents through breath analyser. **Smoking is strictly prohibited inside vehicles.** The Contractor shall ensure that such personnel do not play cards, gambling, or any antisocial activities during duty hours and such activities are prohibited in the parking area even after duty hours. They shall **not use uncivil language inside the vehicles and Institute.**

(j) The contractor shall solely be responsible for accidents, if anything happens. Institute will not be responsible for any litigation whatsoever under any circumstances.

(k) The contractor shall not deploy any driver who has not completed eighteen years of age and who does not possess a **valid driving license and experience of at least three years.** The contractor shall comply with all the statutory regulations related to the business. Institute shall not be responsible for any liability in this regard for any fault of the contractor..

(l) The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the contractor. Any violation of traffic rules can invite penalty by the Statutory bodies as well as IIT Mandi, which shall be paid by the contractor.

(m) Each vehicle shall be given **half a day for maintenance and washing every fortnight**, with prior consent, without affecting the schedule given by IIT Mandi. **Once in a month, the car will be permitted to go for servicing** without affecting the schedule given by IIT Mandi with prior consent of IIT Mandi. **One battery operated vacuum cleaner and other cleaning equipment/ accessories as necessary will be maintained by the contractor for effective cleaning in each car.** The same shall be used whenever necessary and the bus will be kept clean all the time.

(n) The car shall not be utilized for any other purpose than the requirement of IIT Mandi during contract duration and will be parked in IIT Mandi premises except when sent for maintenance.

(p) **Penalty.** During the operation of the contract, the following penalty will be **deducted from the monthly payment** to the contractor, based on report from the security staff/ IIT Employee/Student travelling in the bus:-

1. Delays not because of mechanical failure/ act of nature :-
  - (a) 5 to 10 Minutes : Rs. 100/- per event.
  - (b) 10-20 Minutes : Rs. 200/- per event.
  - (c) 20-30 Minutes : Rs. 300/- per event.
  - (d) More than 30 Minutes : Rs. 500/- per event.
  - (e) Failure to provide a car: Rs. 1500/- per event.
2. Not wearing uniform : Rs. 100/- per event.
3. Misbehavior with IIT Employee/ Staff/ Student: Rs. 200/- per event.

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|---|-----------------------|
| 4. Overspeeding beyond 30 Kmph on downhill slope :  | Rs. 300/- per event.  |
| 5. Inadequate cleanliness :   | Rs. 100/- per event.  |
| 6. Improper servicing/ mechanical condition due to poor maintenance                             | Rs. 500/- per event.  |
| 7. Providing invalid/ inappropriate driver  | Rs. 1000/- per event. |
| 8. Driver found drunk/ indulging in gambling/ any other antisocial activities during duty hours | Rs. 2000/- per event. |

(q) ***In case of change in requirements/ for any other reason, the Institute reserves the right to terminate the contract by giving 30 days' notice and without assigning any reason whatsoever.***

24. **Payment Schedule:** Payment requests for monthly bills are to be submitted by the contractor by 5<sup>th</sup> of the following month. Payment shall be released within fifteen days from the date of verification of bill and subject to satisfactory performance of duties as per the contract. Amount on account of penalty as listed in para 27(q) above will be deducted from the payable amount.

25. **Arbitration:** In case of any dispute or difference arising out of or in connection with the tender conditions, job order and contract, the Institute and the contractor will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be Mandi. The decision of the Arbitrator shall be final and binding to both the parties.

26. **Jurisdiction:** The courts at Mandi alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Mandi court shall have jurisdiction in the matter.

27. **Clarification:**

- (a) The prospective tenderer requiring any clarification regarding the tender document are requested to contact Manager I&S at **telephone: 01905-267126, 9619350119** and **email [dgnaik@iitmandi.ac.in](mailto:dgnaik@iitmandi.ac.in)** not later than 7 days before the last date of submission of tender. Response will be given by email for clarification.
- (b) At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the tender document by amendment.
- (c) The amendment will be published on Institute website. In order to afford prospective tenderers reasonable time to take the amendment into account in preparing their bid, the Institute may, at its discretion, extend the deadline for the submission of the Tender.

Tender for Hiring of Cars by IIT Mandi

Technical Bid

(Please refer Para 11 on Page 3 and provide all document as asked for therein)

1. Name of the Tenderer: \_\_\_\_\_
2. Address of the Tenderer (with proof):  
\_\_\_\_\_
3. Contact Details of the Tenderer : -  
\_\_\_\_\_  
(a) Tel. No. with STD (O) \_\_\_\_\_ (Fax) \_\_\_\_\_ (R) \_\_\_\_\_  
\_\_\_\_\_  
(b) Mobile No \_\_\_\_\_ (c) E-mail \_\_\_\_\_ (d) Website \_\_\_\_\_  
\_\_\_\_\_
4. Name of Proprietor/Partners/Directors of the firm/agency :  
\_\_\_\_\_
5. Tenderer's Bank with branch and his Current Account number : (A cancelled cheque must be supplied in support of this details)  
\_\_\_\_\_
6. Documents as given at Para 11 on page 3 of this tender document and provide the documents as mandated there.
7. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.
8. Duly filled in authorization for attending the bid opening (**Annexure D**)
9. Details of Award / Certificates of merit etc, if any, received from any organization (Please attach copy of the certificates, if any).
10. **Financial Deposits** – To be placed in a separate envelop as given in para 3 of page 2 of the tender document.
  - (a) **EMD** Draft No: \_\_\_\_\_ dt \_\_\_\_\_  
amounting to Rs 75,000/- (Rupees Seventy Five Thousand Only) drawn in favour of “Registrar, IIT Mandi”, payable at Mandi. (Please write the name of the proprietor on the reverse turn of the drafts)
  - (b) **Tender Fee:** Draft No \_\_\_\_\_ dt \_\_\_\_\_  
amounting to Rs 500/- (Rupees Five Hundred Only) drawn in favour of “Registrar, IIT Mandi”, payable at Mandi. (Please write the name of the proprietor on the reverse turn of the drafts)



**Tender for Hiring of Cars by IIT Mandi**

**Part II : Financial Bid**

\*Fuel charges will be paid by IIT Mandi based on the average mileage calculated by IIT Mandi & the Contractor jointly. All taxes/ expenses applicable and penalty imposed if any during transportation due to fault of the transporter as per statutory provisions are to be borne by the tenderer.

<b>Ser No</b>	<b>Type of Vehicle &amp; capacity</b>	<b>Fixed rent on monthly basis (excluding fuel charges) in Rupees in figures *</b>	<b>Fixed rent on monthly basis (excluding fuel charges) in Rupees in words*</b>
1	For two Innova Cars		
2	For one Indigo Car		

**Note**

**1. \*Billing will be done for each Innova car every month at half the quoted rate since rate to be quoted is for two Innova cars.**

**2. In case any car is not made available for a day, the deduction shall be made from the bill on pro rata basis.**

**Tender for Hiring of Cars by IIT Mandi**

**Declaration Regarding Blacklisting / Debarring For Taking Part in Tender.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely

M/s. \_\_\_\_\_ has not been blacklisted or

debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

**(Or)**

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_

was blacklisted or debarred by Union / State Government or any Organization from taking part in

Government tenders for a period \_\_\_\_\_ years wef \_\_\_\_\_ to of

\_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Registrar, IIT Mandi and EMD / performance security shall be forfeited.

In addition to the above, Registrar, IIT Mandi, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

**Attested:**

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

**Tender for Hiring of Cars by IIT Mandi**

**Letter of Authorization for attending the Bid opening**

Sub. Authorization for attending the technical bid opening on \_\_\_\_\_ and financial bid on \_\_\_\_\_ of the tender for Hiring of Cars by IIT Mandis

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s. \_\_\_\_\_ (name of the Tenderer)

Name \_\_\_\_\_ Specimen Signature \_\_\_\_\_

Signature of the Tenderer

**Or**

Officer authorized to sign the bid documents on behalf of the Tenderer.

**Note. Permission may be denied in case the photocopy of the duly filled in form is not brought at the time of opening**