

TENDER (E - PROCUREMENT MODE)

FOR

TENDER FOR HIRING OF CARS FOR IIT MANDI



Tender No. : IITMandi/S&P/PUR-318/2018-19/Cars/8791-92

Tender Date: 13th December, 2018

Last Date of Submission: 22nd December, 2018 till 3:00 PM

Tender Opening Date & Time: 24th December, 2018 at 11:00 AM

**Assistant Registrar (Stores and Purchase)
2nd Floor, Administrative Block, A7 Building
Indian Institute of Technology Mandi (IIT Mandi),
South Campus, Kamand, Distt. Mandi – 175 005 (H.P), India**

Tel. No.: 01905-267039/267048

Email: arsp@iitmandi.ac.in

TENDER DOCUMENT

1. Indian Institute of Technology Mandi, (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, invites online tenders in two-bids (1. Technical & 2. Financial) from well-established reputed transporters (hereinafter referred to as the “Transporter”), having relevant experience for providing the cars on rent to Government and large private organizations/Institutions. **Those bidders who are not able to submit their bids online, they can submit their bids offline.**

Note : Those bidders who have submitted their tender fee and EMD w.r.t. previous tender No. IITMandi/S&P/PUR-254/2018-19/Cars/7678-79, Tender date: 14th November, 2018 need not to submit the tender fee, EMD again, as their earlier Demand drafts will be considered. However they are required to submit a fresh bid as per the details in this tender document.

Procedure for Submission of Bids in case of offline bidding :

- a) Technical Bid in separate cover.
- b) Commercial Bid in another separate cover.
 - i. The technical bid should be filled in original and should be sealed in separate cover. The bid should be super-scribed as; TECHNICAL BID - ENVELOPE-A and put in a cover along with other documents as required in the technical bid and other conditions. The bidder should sign all pages of the TECHNICAL BID. The envelope containing EMD and tender fee should be placed separately.
 - ii. The Financial Bid as prescribed should be filled in original in a separate cover. The FINANCIAL BID should be super-scribed as; FINANCIAL BID-ENVELOPE-B.
 - iii. Both the bids should be placed in another sealed envelope and addressed to:
**“Assistant Registrar (Stores and Purchase)
2nd Floor, Administrative Block, A7 Building,
Indian Institute of Technology Mandi (IIT Mandi),
South Campus, Kamand – 175 005, Distt. - Mandi (H.P), India”**

This envelope must reach at the above mentioned address upto the last date & time of submission of online bids. Any offline bid received after the date & time of submission of bids will not be entertained.

2. **Type of Transport Requirement:** IIT Mandi proposed to hire 2 x Innova Cars (Six+1 Seat each) and 1 x Indigo/Swift Dezire/Tata Zest/Etios (Sedan)/Amaze or equivalent (4+1 Seat) car. Transporter 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 also payable by the institute on average mileage basis) and for operating within Himachal Pradesh primarily. However, the cars may be employed for movement of personnel to Delhi/Chandigarh/Shimla/Kullu/Dharamshala 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 2016 or later model.

Tender document can be downloaded from the IIT Mandi/website at URL Link :

**(<http://eprocure.gov.in/eprocure/app>) & Institute website
<http://iitmandi.ac.in/administration/tenderseoi.php>**

3. **Deposits :** The Transporter shall be required to deposit the refundable **earnest money deposit (EMD)** for an amount of **Rs. 1,00,000/- (Rupees One lakh only)** and a non-refundable **tender fee** of Rs. **1,180/- (Tender fee inclusive GST) Rs. One thousand One Hundred & Eighty 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 transport service of Cars for IIT Mandi ” along with the Transporter's name and address. The demand drafts shall be drawn in favour of **“The Registrar, IIT Mandi” payable at Mandi**. The envelope containing EMD & Tender Fees should be sealed and superscribed with tender number, due date of submission and should be addressed to:

**The Assistant Registrar (S&P)
Indian Institute of Technology Mandi
Kamand Campus, VPO Kamand,
Distt. Mandi - 175005, Himachal Pradesh, India**

This sealed envelope should reach the Institute on or before the last date & time of submission of bids. Envelope received beyond the last date and time of submission will be rejected.

The online bids 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 must be enclosed along with the offer.
5. 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 Transporter, modify or cancel the tender document by amendment and it will be published on the website.
6. **Online Technical bid(s)** will be downloaded on **24th December, 2018 at 11:00 AM** in A7 Building in the O/o AR(S&P) at IIT Mandi at Kamand in the presence of the transporter(s) or their authorized representative(s) who are present at the scheduled date and time. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders only.
7. IIT Mandi reserves the right to 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 TRANSPORTER

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender publishing on the CPP Portal.

2. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
3. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format. All quotation **(both Technical and Financial should be submitted in the E-procurement portal)**.
5. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <http://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
6. Technical & Financial Bids should be submitted in PDF format.
7. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
8. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
9. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. **Kindly add scanned PDF of all relevant documents required in this tender in a single PDF file.**
11. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
12. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
13. The technical and financial bids should be submitted online through portal <http://eprocure.gov.in/eprocure/app> in original.
14. Each bidder should be marked with the following reference on the top bids submitted online: **“Tender No. IITMandi/S&P/PUR-318/2018-19/Cars/8791-92, dated 13th December, 2018”**

15. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. All tender documents received after the specified date and time shall not be considered.

16. (Technical Bid) : (Please refer Annexure A for additional details)

The Technical bid shall include the following:-

- a. The bidder can be a Sole Proprietor/ Partnership firm /agency and he must be in the business of providing hiring of cars for the last one year. The bidder should submit an affidavit (for proprietor firm) / duly self-attested copy of partnership deed and registration certificate (for partnership firm)/ duly self-attested copy of MoA and registration certificate of the firm (for Pvt. Ltd/Pub. Ltd Company).
- b. Valid registration and license details regarding firm is in the business of travel and transport (If available).
- c. Transporter should not have been debarred or blacklisted by any Central/State Government Departments/Autonomous Institution/University of India. An affidavit to that effect on Non-Judicial stamp paper of Rs. 10/- duly notarized shall be enclosed with the technical bid. The format of the affidavit is attached with the tender as **Annexure – C. This hard copy should be submitted alongwith the Tender fee & EMD.**
- d. Bidder must provide Copy of vehicle Registration Certificate (RC) (car model should be of 2016 or later date), Insurance Certificate etc. of at least one vehicle with the technical bid to prove that the vehicles proposed to be provided and its vintage (year of model) by the Transporter is/are actually held. The registration of cars should be in the name of individual/firm or any partner.
- e. Full particulars of the organization with address to whom similar services have been provided by the bidder in the past should be attached. A duly self attested original copy of a certificate/contract from the previous employer(s) must be submitted to prove the experience (if available).
- f. PAN Card photocopy, IT returns of last three years & Proof of Address, all self attested.
- g. Bidder must have GST Registration (Copy of registration be attached)

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

- (a) **In case of financial bids**, a standard BOQ format has been provided in PDF format. Bidders are required to download the BoQ PDF file and fill their financial offer on the same BOQ format. After filling the same, submit it online in PDF format, without changing the financial template format. If the BoQ format file is found to be modified by the bidder, the bid will be rejected.
- (b) The financial bid should be clearly filled or typed and signed in ink legibly giving full address of the Transporter. The Transporter should quote the price in figures as well as in words, the amount tendered by him. Alteration, if any, unless legibly attested by the Transporter 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.

18. The Transporter 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 Transporter.
19. **Rejection:** The bid of any Transporter who has not complied with one or more of the conditions of eligibility criteria and/or fails to submit the documents as required/or mentioned in tender document is liable to be summarily rejected.
20. **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 Transporter's quoted price shall remain unchanged during the period of validity. In case the Transporter withdraws his offer during the validity period, the EMD deposited by him shall be forfeited without assigning any reason thereof. The Transporter should be ready to extend the validity, if required.
21. **Tender Preparation Cost:** The Transporter 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 any such costs, regardless of the conduct or outcome of the tender process. In no case, such costs shall be reimbursed by the Institute.
22. **Award of Contract :**
 - a) After due evaluation of both the Technical & Financial bids, IIT Mandi will award the contract to the **selected Transporter** (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.
23. **Performance Guarantee.**
 - a) The Contractor shall provide Performance Guarantee @ 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 Contractor based on fixed rate per month and number of vehicles offered by the selected Transporter for award of the contract.
 - b) The performance security, as furnished by the Transporter, 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.
24. **Refund of EMD: a.)** The earnest money deposit of unsuccessful transporters will be refunded within 15 days of award of contract.

b.) The EMD of successful transporter will be returned on submission of performance security. Earnest money deposit of the successful Transporter shall be forfeited, in case of default as defined in Point 26 below.

25. Default : The Transporter shall forfeit to the institute the Earnest Money Deposit (EMD) for an amount of Rs. 1,00,000/- (Rupees one lakh only) in case of default which is considered for the purpose of this tender/contract. Any or all of the following (a to c) shall be treated as default(s) for the purpose of forfeiture of EMD:-

- a) Failing to provide the vehicles within the agreed period of time to be decided mutually
- a) Failure to provide Performance Guarantee as given in Point 24 Page 6 within stipulated time frame.
- b) Furnishing false information to secure this contract, which may be noticed during the tendering process or at a later stage during the operation of the contract.

26. Terms & Conditions

- a) All vehicles provided to IIT Mandi should be in excellent roadworthy and running condition and of 2016 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) In case vehicles proposed to be deployed are to be purchased afresh, deployment must be ensured within 15 days of award of letter of acceptance.
- c) Only inspected and approved vehicles should be sent for service on 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.
- d) 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 schedule might have timings late in the evening or early in the morning. Hence, the Contractor should have sufficient number of drivers during these hours. The contractor should strictly follow the schedule. Exact Kms. covered will be entered in the log book after every duty and got signed from the indenter of the car or the visitor.
- e) 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 etc. A banner plate denoting that the vehicles are on IIT Mandi duty should be placed as per govt. rules/instructions.

- f) All vehicles supplied must have a **pollution free certificate** at all the time.
- g) 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 issued by Chief Medical Officer/Medical Superintendent** of each of the Drivers may be asked. 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. **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/Holiday/Special Duties over and above stipulated schedule. Prior permission should be taken before change of drivers in case it is inevitable.
- h) In case of any delay/breakdown/non-reporting of vehicle, the information should immediately be passed on to the “Authorized Person” appointed by IIT Mandi and suitable replacement has to be arranged by the contractor as early as possible.
- i) The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing his duties for the Institute. Institute reserves the right to check randomly alcohol contents through breath analyser. **Smoking is strictly prohibited inside vehicles.** The contractor should ensure that the drivers should 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 unparliamentary language inside the vehicles and at the 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 transporter must not deploy any driver:
- (i) who has not completed eighteen years of age, or
 - (ii) who does not possess a valid driving license, or
 - (iii) has experience of less than three years.
- l) 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.
- m) 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.

- n) Each vehicle shall be given suitable time for maintenance as per norms, with prior consent of the Institute without affecting the schedule decided by the Institute. Once in a fortnight, the Car will be permitted to go for routine checkup and washing but without affecting the schedule given with prior consent by the Institute. **One battery operated vacuum cleaner and other cleaning equipment/ accessories as necessary will be maintained by the Contractor for effective cleaning of the Car at Mandi as well as Kamand.** The same shall be used whenever necessary and the Car will be kept clean all the time.
- o) The car shall not be utilized by the Contractor 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 person travelling/travelled in the car:-

1. Delays not because of mechanical failure/act of nature:-
 - (a) 5 to 10 Minutes : Rs. 100/- per event.
 - (b) 10 to 20 Minutes : Rs. 200/- per event.
 - (c) 20 to 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. Misbehaviour with IIT Guest/Employee/Student: Rs. 200/- per event.
4. Overspeeding beyond 40 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.
9. During the contract period, if the bidder provides cars of older model than prescribed model, a penalty @ Rs. 2000/- per day will be imposed till the supply of required model cars. This period should not be more than 3 days in any case, else the agreement may terminate.

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

27. Payment Schedule : Payment requests for monthly bills are to be submitted by the contractor by 5th 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 Point 27(o) above will be deducted from the payable amount.

28. **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.
29. **Jurisdiction:** Courts at Mandi will only have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract.
30. **Clarification :**
- a) The prospective Transporters requiring any clarification regarding the tender document are requested to contact Asstt. Registrar (Stores & Purchase) at telephone 01905-267039; 9418454496 and email arsp@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 Transporter, modify the tender document by amendment.
 - c) The amendment will be published on Institute website. In order to afford prospective Transporters reasonable time to take the amendment into account in preparing their bids, the Institute may, at its discretion, extend the deadline for the submission of the Tender.

Sd/-
**Assistant Registrar
(Stores & Purchase)**

Tender for Transport service of cars at IIT Mandi, December-2018

Technical Bid

(Please refer Point 17 on Page 4 and provide all documents as asked for therein)

1. Name of the Transporter : _____
2. Address of the Transporter (with proof) : _____
3. Contact Details of the Transporter _____
(a) Tel. No. with STD (O) _____ Fax _____
(b) Mobile No. _____ (c) E.Mail _____ (d) Website _____
4. Name of Proprietor/Partners/Directors of the firm/agency: _____
5. Transporter's Bank with branch and his Current Account number : (A cancelled cheque must be enclosed in support of this detail)

6. Documents as given at Point 17 Page 4 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 envelope as given in Point 3 Page 2 of the tender document.

(a) **EMD** Draft No. and date _____ amounting to **Rs. 1,00,000/-** (Rupees one lakh only) drawn in favour of **“The 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. and date _____ amounting to **Rs. 1,180/- (Tender fee inclusive GST) Rupees One Thousand One Hundred & Eighty Only** drawn in favour of **“The Registrar, IIT Mandi”, payable at Mandi.** (Please write the name of the proprietor on the reverse turn of the drafts).

Tender for Transport service of cars at IIT Mandi, December-2018**Part II : Financial Bid**

*Fuel charges will be paid by IIT Mandi based on average mileage calculated jointly by IIT Mandi and the Contractor. 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 Contractor.

Sr. No.	Type of vehicle & Capacity	Fixed rent on monthly basis (excluding fuel charges) in Rs. in figures*	Fixed rent on monthly basis (excluding fuel charges) in Rs. in words.*
1	For two Innova Cars	Rate(A):.....Innova Car-I Rate(B):.....Innova Car-II Total price(A+B)=.....	
2	For one Indigo/Swift Dezire/Tata Zest/Etios (Sedan)/Amaze or equivalent (4+1 Seat) car (Please tick mark the car proposed)		

Note:

- * Billing should be done by showing each car separately in the bill.
- 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 Transport service of cars at IIT Mandi, December-2018

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 Transporter).

I/We _____(Transporter) hereby declare that my/our firm/agency namely M/s _____ has not been blacklisted or debarred in the past by Union/State Government Organization from taking part in Government tenders in India

Or

I/We _____(Transporter) hereby declare that my/our 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 of _____ years w.e.f. _____ to_____. 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/job.

DEPONENT

Attested:

(Public Notary/Executive Magistrate)

Name _____

Address _____

Tender for Transport service of cars at IIT Mandi, December -2018

Letter of Authorization for attending the Bid opening

Subject : Authorization for attending the technical bid opening on _____ and financial bid opening on _____ of the tender for Hiring of Cars by IIT Mandi.

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s _____ (Name of the Transporter)

Name: _____ Specimen Signature _____

Signature of the Transporter

Or

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

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