

**TENDER (E - PROCUREMENT MODE)**

**FOR**

**TENDER FOR HIRING OF BUSES FOR IIT MANDI**



**Tender No. : IITMandi/S&P/PUR-174/2018-19/Buses/5489-90**

**Tender Date: 07<sup>th</sup> September, 2018**

**Last Date of Submission: 27<sup>th</sup> September, 2018**

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

Tel.:01905-267039/267048

**Email: [arsp@iitmandi.ac.in](mailto:arsp@iitmandi.ac.in)**

Indian Institute of Technology Mandi, Kamand invites online Bids for Hiring of **“Transport Service of Buses”** as per details given in the Annexure attached to the Tender form. All offers should be made in English and should be written in both figures and words. Tender form can be downloaded from the CPP Portal (<http://eprocure.gov.in/eprocure/app>) & Institute website <http://iitmandi.ac.in/administration/tenderseoi.php>. Those bidders who are not able to submit their bids online, they can submit their bids offline.

**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 EMD, tender fee and other documents as required in eligibility criteria and other conditions. The bidder should sign all pages of the TECHNICAL BID.**
  - 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.**
- c) **Both** the bids should be placed in another sealed envelope and addressed to:

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

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

The bidders are requested to read the tender document carefully and ensure compliance with all instructions here in. Non compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, IIT Mandi, Kamand reserves the right to select the proposal (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected. The bidders who have submitted bid w.r.t. earlier tender **No. IITMandi/S&P/PUR-174/2018-19/Buses/5489-90, dated 07<sup>th</sup> September, 2018** and submitted the tender fee, EMD and DD for not having ESI registration need not to submit the

tender fee, EMD and DD for not having ESI registration again, however they need to submit a fresh bid as per the details in this tender document.

**Type of Transport Requirement:** IIT Mandi proposes to hire **07 x 29 Seat or comparable capacity Buses and 1 x 11 Seater or comparable capacity Van.** Transporter needs to provide vehicles for IIT Mandi initially for one year, further extendable upto one year based on satisfactory completion of contract. Contract will be based on monthly hire charges of vehicle and other institute requirements within Himachal Pradesh. The requirement of transport may be met using the type of vehicles mentioned above, all of which should be of model not older than January 2015. Transporter must quote at least for three vehicles.

**Instructions to bidder:**

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 quotations (**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”.

### **Minimum Eligibility Criteria:**

- a. The participating bidder should be a Sole Proprietor/ Partnership firm/ Company. 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. The bidders should have at least three vehicles having of model not older than January 2015, Vehicle should be in the name of proprietor /partners of the firm. Details of the vehicles should be indicated.
- c. The bidder must enclose Copy of Vehicle Registration Certificate (or attested copy of the application for the registration of vehicle if applied for), Insurance Certificate, copy of purchase documents, in favour of proprietor/partners/firm as documentary evidence in support of each vehicle.
- d. Transporter should not have been debarred or blacklisted by any Central/State Governments Departments/Autonomous Institution/Educational Institutions in India. An affidavit to that effect on Non-Judicial stamp paper of Rs.10/- duly notarized should be submitted in original with the EMD and tender fee. The format of the affidavit is attached with the tender as **Annexure D**.
- e. The bidders annual financial gross turnover in transport services in each of the last three financial years, i.e., 2015-16, 2016-17 and 2017-18 duly audited by the CA **should not be less than Rs. 35.00 Lakh**. Moreover, the firm/company should not be a loss making company in two of the last three years.
- f. The bidder should have experience of at least one year-full for providing vehicles to central/state government/Public sector/Banks/Autonomous bodies. A copy of a latest certificate/contract from the employers must be submitted to prove the experience regarding providing of transportation service. In absence of the same, experience will be considered as NIL.
- g. **ESI & EPF Numbers should be provided by the transporter to prove registration details.** In case transporter does not have ESI/EPF certificate, he needs to furnish additional guarantee through a **DD/FDR of Rs. 100,000/- in favour of "The Registrar, IIT Mandi" along with Technical Bid** with a written assurance on a duly notarized Rs.10/- non judicial stamp paper that the ESI/EPF registration (Please refer Annexure F) will be made by the transporter & details will be provided within three months of award of the contract **in case the firm is selected for award of contract as per methodology for selection of Transporter.** If such a transporter fails to provide ESI/ EPF details, the contract will be cancelled and the guarantee of Rs. 1 Lakh as well as the EMD/FDR of Rs. 1,25,000/-

will be forfeited by the Transporter to the Institute.

- h. The bidder should have a solvency of *Rs. 10.00 lakh* (Rupees Ten Lakh Only). A certificate to this effect is to be enclosed from the banker.
- i. PAN Card photocopy and GST registration certificate should attach.
- j. If any bidder/contractor(s) fails to meet any of the above eligibility criteria, his/her proposal will not be considered for further evaluation.

**Instruction for Preparation & Submission of bids:**

- a) Technical & Financial Bids should be submitted in PDF format.
  - b) **Technical and Financial bids Weightage. 50% Weight is given to Technical and Financial Bid each. Evaluation and award of marks leading to selection of a transporter for the contract will be made as per Method for evaluation of Bids given at Annexure A. The marks will be given to those bidders who will fulfil the above mentioned minimum eligibility criteria.**
  - c) The Technical bid shall include all the documents supporting the eligibility Criteria **(Please refer Annexure A for additional details).**
6. **In case of financial bids**, a standard BOQ format has been provided in PDF format However, bidder may make changes as per their requirement. 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.
7. **Rejection** :The bid of any Transporter who has not complied with one or more of the conditions of the minimum eligibility criteria and/or fails to submit the documents as required/or mentioned in tender document is liable to be summarily rejected.
8. **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(s) withdraws his offer during the validity period, the EMD deposited by him shall be forfeited without assigning any reason thereof. The Transporter(s) should be ready to extend the validity, if required.

9. **Tender expenses and documents:** All costs incurred by the bidder in the preparation of the tender shall be at the entire expense of the bidder.
10. 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.
11. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
12. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
13. 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 last date & time of submission bid. Bidder will be responsible for any delay due to other issues.
14. 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.
15. The technical and financial bids should be submitted online through portal <http://eprocure.gov.in/eprocure/app> in original.
16. Each bid should be marked with the following reference on the top of bids submitted online: **“IIT Mandi/S&P/PUR-174/2018-19/Buses/5489-90/Item Name, dated 07<sup>th</sup> September, 2018”**.
17. The rates should be quoted in figures (typed or printed) and cutting should be avoided. The final amount should be in figures as well as in words. Cuttings, if any, should be duly initialled, failing which the bids are liable to be rejected.
18. **Tender Cost:** The bidder should submit a demand draft of **Rs. 1,120/- (Tender Fee inclusive GST) in Words Rupees One Thousand One Hundred & Twenty only** towards non-refundable **tender fee, drawn in favour of “The Registrar, IIT Mandi”** payable at Mandi in a sealed envelope super-scribed as **“Tender fee & NIT No.IIT Mandi/S&P/PUR-174/2018-19/Buses/5489-90/Item Name, dated 07<sup>th</sup> September, 2018”** on or before last date & time of submission of bids. In the absence of tender cost, the tender will not be accepted.
19. **Earnest Money Deposit (EMD):**

Bidder should furnish an EMD of a refundable amount of **Rs. 1,25,000/-** in the shape of DD/FDR from a scheduled bank in India drawn in favour of

**“The Registrar, IIT Mandi” payable at Mandi.** This EMD should be submitted in sealed envelope super-scribed as **EMD & NIT No. “IIT Mandi/S&P/PUR-174/2018-19/Buses/5489-90/Item Name dated 07<sup>th</sup> September, 2018”**. The bidders should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. **Failure to deposit Earnest Money will lead to rejection of tender.** In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

- **Note: Both (tender fee & EMD) envelops should be placed in another sealed envelope and address to:**

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

**This envelope having tender fee & EMD should reach on or before last date & time of submission of bid.**

## General Terms & Conditions:

1. While sending rates, the bidder shall give an undertaking to the effect that ***“the terms/conditions mentioned in the enquiry letter/Tender Notice against which the rates are being given are acceptable to the firm.”*** in **pdf format**. In case the bidder do not give this undertaking, their rates will not be considered.
2. The requirement of vehicles mentioned in the tender is approximate and may vary as per demand of the Institute at the time of placing order.
3. Last date of submission of online tender is **27<sup>th</sup> September, 2018 till 3:00 P.M.**
4. The Technical Bids will be opened on **28<sup>th</sup> September, 2018 at 3:00 P.M.** The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders.
5. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. All tender documents received after the specified date and time will not be considered.
  - a. For any correspondence regarding tenders please contact on below address:  
**“Assistant Registrar (Stores and Purchase)  
2<sup>nd</sup> Floor, Administrative Block, A7 Building  
Indian Institute of Technology Mandi (IIT Mandi),  
South Campus, Kamand, Distt. Mandi – 175005 (H.P), India”**
6. **Arbitration Clause :** 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/Kamand. The decision of the Arbitrator shall be final and binding on both the parties.
7. **Jurisdiction:** Courts at Mandi will only have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract.



## 8. 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](mailto: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.
9. All vehicles provided to IIT Mandi should be in excellent roadworthy and running condition and should be of model not older than January 2015, as given in the technical and financial bids of the 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.
  10. 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.
  11. The vehicles shall run as per the schedule decided 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 Transporter should have sufficient number of drivers during these hours. The Transporter should strictly follow the schedule. Exact Kms. covered will be entered in the log book(s) on daily basis. The vehicles sent for services should have neat and hygienic seat covers, fire extinguisher units, first aid box etc. A banner plate denoting that the vehicles are on IIT Mandi duty should be placed as per govt. rules/instructions.
  12. All vehicles deployed for transportation must have a **pollution free certificate**.
  13. Drivers sent with vehicles should have a valid commercial HMV driving license and they must be regular employees of the agency. All drivers and co-

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** for each of the Drivers may be asked. If any driver is found not fit or their behavior is not satisfactory, the Institute reserves the right to ask the transporter to replace the driver immediately. **Driver must be in proper uniform (dress).** Sufficient drivers must be catered to run vehicles as per institute requirement including on Sundays/ Holidays/ Special Duties over and above stipulated schedule.

14. In case of any delays/breakdown/non-reporting of the vehicle, the information should immediately be passed on to the "Authorized Person" appointed by IIT Mandi and suitable replacement has to be arranged as early as possible by the Transporter.
15. The Transporter must ensure that driver(s) is/are not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Institute reserves the right to check randomly the drivers for the alcohol contents through breath analyser. **Smoking is strictly prohibited inside vehicles.** The Transporter should ensure that the drivers should not play cards, gambling, or any antisocial activities during duty hours and such activities are prohibited even after duty hours. They shall **not use unparliamentary language inside the vehicles and at the Institute.**
16. The transporter shall solely be responsible for accidents, if anything happens. Institute will not be responsible for any litigation whatsoever under any circumstances.
17. 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.

The transporter 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 transporter. Any transporter proposing to provide three or more vehicles shall depute a transport supervisor with adequate experience for single point interaction and coordination with the Institute. The transport supervisor will also handle quarries from IIT Mandi community regarding schedule and other transport related issues.
18. The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the transporter. Any violation of traffic rules can invite penalty that would be solely borne by the Transporter.
19. 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 bus 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 Transporter for effective cleaning the bus at Mandi as well as Kamand.** The same shall be used whenever necessary and the bus will be kept clean all the time.

20. The bus shall 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 premises except when sent for maintenance.

21. **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 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. 500/- per event.
  - (b) 10-20 Minutes : Rs. 1000/- per event.
  - (c) 20-30 Minutes : Rs. 2000/- per event.
  - (d) More than 30 Minutes : Rs. 3000/- per event.
  - (e) Failure to provide a bus: Rs. 4000/- per event.
2. Not wearing uniform: Rs. 250/- per event.
3. Misbehaviour with IIT Employee/ Staff/ Student: Rs. 500/- per event.
4. Over speeding beyond 35 Kmph on downhill slope: Rs. 500/- per event.
5. Inadequate cleanliness of the vehicle: Rs. 250/- per event.
6. Improper servicing/ mechanical condition due to poor maintenance: Rs. 1000/- 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. 4000/- per event.

22. 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.

23. **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 letter of acceptance.
- 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.

24. **Performance Guarantee.**

- a) The Contractor shall provide Performance Guarantee @ 7.5% 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 Contractor, 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.

25. **Refund of EMD:** The earnest money deposit of the unsuccessful tenderers will be refunded without any interest within 15 days of award of the contract. 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 Contractor will be forfeited, in case of default as defined in point 26 below.

26. **Default :** The Transporter will have to forfeit to the institute, the Earnest Money Deposit (EMD) for an amount of Rs.1,25,000/- (Rupees One Lakhs Twenty Five Thousand only) and additional Guarantee of Rs. 100,000/- (Rupees one lakh only) as given in point (g) under ‘Minimum Eligibility Criteria’ on page 4 in case of default which is considered for the purpose of this tender/contract in case of, any or all of the following events:-

- a) Failing to provide transportation service as per the contract within three days of award of the contract.
- b) Failing to provide EPF and ESI registration details within three months of having been awarded the contract.
- c) Failure to provide Performance Guarantee as given in Point 24 above within stipulated time frame.
- d) 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.

**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.**

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(s) and subject to satisfactory performance of duties as per the contract. Amount on account of penalty as listed above will be deducted from the payable amount.

28. The IIT Mandi reserves the right to cancel the tender at any stage (point of time) without assigning any reason.
29. Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.

Sd/-  
Assistant Registrar  
Stores & Purchase

**Annexure-A****Methodology for Award of Score for Technical & Financial Bids for Provision of Transportation Services to IIT Mandi****Technical Evaluation Matrix (Max Score 50)**

<b>Sl. No.</b>	<b>Criterion (Marks Range)</b>	<b>Input 1</b>	<b>Input 2</b>	<b>Input 3</b>	<b>Input 4</b>
<b>1</b>	<b>Annual Turnover in Rupees</b>	<b>≥ Rs. 65 Lakhs</b>	<b>Rs. 55 Lakhs Lakhs and above but less than Rs. 65 Lakhs</b>	<b>Rs. 45 Lakhs and above but less than Rs. 55 Lakhs</b>	<b>Rs. 35 Lakhs and above but less than Rs. 45 Lakhs</b>
	Marks obtained (out of 20 Marks)	20	16	12	8
<b>2</b>	<b>Experience in operating Buses/Vans</b>	<b>≥ 5 years</b>	<b>≥ 4 years but less than 5 years</b>	<b>≥ 3 years but less than 4 years</b>	<b>≥ 1 years less than 3 years</b>
	Marks obtained (out of 15 Marks)	15	12	9	6
<b>3</b>	<b>Number of Buses/Vans held at present</b>	<b>≥ 6</b>	<b>5</b>	<b>4</b>	<b>3</b>
	Marks obtained (out of 12 Marks)	12	10	8	6
<b>4</b>	<b>Number of vehicles proposed to be provided (Max Marks 48)</b>	<b>≥ 6</b>	<b>5</b>	<b>4</b>	<b>3</b>
<b>a</b>	Marks for vehicle model of 2015 (2 Marks/Vehicle)	12	10	8	6
<b>b</b>	Marks for vehicle model of 2016 (4 Marks/Vehicle)	24	20	16	12
<b>c</b>	Marks for vehicle model of 2017 (6 Marks/Vehicle)	36	30	24	18
<b>d</b>	Marks for vehicle model of 2018 (8 Marks/Vehicle)	48	40	32	24
<b>5</b>	<b>ESI Registration</b>	Held	Not Held		
	Marks (5 or 0)	5	0		

**Total Marks                    100****Weightage                         50%****Score Considered (out of 50) = A**

**Financial Evaluation Matrix (Max Score 50)**

<b>Criterion</b>	<b>Bid 1</b>	<b>Bid 2</b>	<b>Bid 3</b>	<b>Bid 4</b>
Example Quote (Rs. in Lakhs)	30	40	50	60
<b>Score Considered (Out of 50)</b> <b>= B</b> <b>= 50 x Lowest bid/Actual Bid</b>	<b>50</b>	<b>37.5</b>	<b>30</b>	<b>25</b>

**Final Score(out of 100) = A+B**

**Note:**

- 1. The Transporter should quote separately for buses and for Vans with details about their seating capacity.**
- 2. The bids of those bidders only will be considered for opening of financial bid, who obtain 50% or more marks in the evaluation of the Technical Bids.**
- 3. Bidder with highest Final Score will be selected for the award of the contract.**

**Tender for Transport service of buses at IIT Mandi, September-2018**

**Technical Bid**

**(Please refer page 3 and provide all document as asked for therein)**

1. Name of the Transporter:\_\_\_\_\_
2. Address of the Transporter (with proof):  
\_\_\_\_\_  
\_\_\_\_\_
3. Contact details of the Transporter:  
Tel. No. with STD  
(O) \_\_\_\_\_ (Fax) \_\_\_\_\_ (R) \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-mail Id \_\_\_\_\_ Website \_\_\_\_\_
4. Name of Proprietor/Partner/directors of the firm/agency:  
\_\_\_\_\_  
\_\_\_\_\_
5. Transporter's bank details with branch and his current account number: (A cancelled cheque must be supplied in support of details)  
\_\_\_\_\_  
\_\_\_\_\_
6. Registration and incorporation particulars of the Transporter indicating legal status such as company, partnership/proprietorship concern etc. (Please attach copies of the relevant documents/certificates).
7. CST/GST/Excise Duty/TIN etc. registration details for providing transportation services (please attach copies of all relevant documents/certificates).
8. Copies of PAN/Income Tax Circle of the Transporter.



9. Copies of Income tax Returns filed for the last three years should be attached.

10. Bank Solvency Certificate from the banker of which the account details are given by the Transporter.

**11. INPUTS FOR TECHNICAL EVALUATION OF MARKS (DULY SUPPORTED BY THE DOCUMENTARY PROOF FOR EACH CRITERION)**

	CRITERION (Marks Range)	Please provide detail here
1	Annual Turnover in Rupees	
2	Experience in operating buses/ Vans in Number of years	
3	Number of Buses/ Vans Held at present	
4	Total Number of Buses/ Vans proposed to be provided by the Transporter	@29 Seater <input type="text"/> , @11 Seater <input type="text"/> _____
5	Vintage of Number of Buses proposed to be provided	
a	Number of vehicles to be provided with Model and Registration No. of the vehicle if purchased in 2015	@29 Seater <input type="text"/> , @11 Seater <input type="text"/> _____
b	Number of vehicles to be provided with Model and Registration No. of the vehicle if purchased in 2016	@29 Seater <input type="text"/> , @11 Seater <input type="text"/> _____
c	Number of vehicles to be provided with Model and Registration No. of the vehicle if purchased in 2017	@29 Seater <input type="text"/> , @11 Seater <input type="text"/> _____
d	Number of vehicles to be provided with Model and Registration No. of the vehicle if purchased in 2018	@29 Seater <input type="text"/> , @11 Seater <input type="text"/> _____
6	ESI Registration (Tick what is applicable)	Held / Not Held

@Transporter must quote minimum for three vehicles as per requirement of capacity. The acceptable seating capacity will be in the range of 26 to 32 in case of buses and 9 to 14 for Vans. If the buses offered have capacity other than 29, the same must be indicated as applicable by replacing the bus capacity 29 given at Serial No. 5a, 5b, 5c & 5d in the third column above. If the Vans offered have capacity other than 11, the same must be indicated as applicable by replacing the Van capacity 11 given at Serial No. 5a, 5b, 5c & 5d in the third column above. **Please note that rates will be adjusted for comparison on pro rata basis as explained in financial bid.**

Explanatory Notes for filling details in the table above :

**Sl. No 1.** Balance Sheet duly audited required for Financial Year 2015-16, 2016-17, 2017-18.

**Sl. No 2.** Proof in terms of (a) year of registration as transport provider and (b) work orders/contracts to claim that the firm has experience of that many Number of years for providing vehicles to central/state government/Public sector/Banks/Autonomous bodies.

**Sl. No 3.** How many vehicles does your company have? Copy of Registration Certificates and copy of purchase documents of all vehicles duly signed by authorized representative with company seal.

**Sl. No 4.** How many vehicles do you propose to supply to IIT Mandi for which you are providing rates in financial bid?

**Sl. No5.** Details about all vehicles you propose to supply to IIT Mandi for which you are providing rates in financial bid?

Against 5a, 5b, 5c and 5d, please write number of vehicles of each type, Model and Registration No. with year is to be written in the blank space in the table above. Copy of RC books, purchase documents and mechanical fitness certificate of all vehicles (Giving Registration Number & Vehicle Chassis Number of each vehicle in the Certificate) from the authorized dealer is to be attached as a proof.

**If the registration request of a vehicle proposed is awaited, attested copy of the application for registration of the vehicle applied for must be attached.**

12. Declaration regarding blacklisting or otherwise by any Central/State Governments Departments/Autonomous Institution/Educational Institutions in India as given in **Annexure D**
13. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.
14. Duly filled in authorization for attending the bid opening (**Annexure E**)
15. Details of Award / Certificates of merit etc, if any, received from any organization(Please attach copy of the certificates, if any).

## 16. Financial Deposits

- a) **EMD** Draft/FDR No: \_\_\_\_\_  
dated \_\_\_\_\_ amounting to Rs 1,25,000/- (Rupees One Lakh Twenty Five Thousand 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:** \_\_\_\_\_  
dated \_\_\_\_\_ amounting to **Rs. 1,120/- (Tender Fee inclusive GST) in Words Rupees One Thousand One Hundred & Twenty 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)
- c) **Additional Guarantee if applicable Draft/FDR No:**  
\_\_\_\_\_ dated \_\_\_\_\_ 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) along with undertaking as given in **Annexure F**

**Tender for Transport service of buses at IIT Mandi, September-2018**

**Part-II: Financial Bid**

(Please Note that Number & capacity of vehicles proposed to be provided, its registration No. & Model (Vintage) must match with details provided in Technical Bid)

\*Fuel charges, based on the average mileage calculated by IIT Mandi and the Contractor, will be paid by IIT Mandi. 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 solely by the Transporter.

Sl. No.	Type of Vehicle & Capacity	Fixed rent on monthly basis(excluding fuel charges) per vehicle in Rupees in figure &Words	Number of vehicles proposed to be provided (In bracket mention capacity & Make of the vehicle)	Vehicle Registration No. & Vintage (Model)
1	29 seat or comparable capacity (26 to 32) ordinary Bus with factory fitted body & seats			2015- 2016- 2017- 2018-
2	11 seat or comparable capacity (8 to 14) ordinary van with factory fitted body & seats			2015- 2016- 2017- 2018-

By Comparable seating capacity, range of 26 to 32 seating will be considered for bus and 9 to 14 for Vans.

\*Rates for higher or lower capacity of buses/Vans will be compared with benchmark of 29 (or 11 whichever is applicable) for selection.

For example,

- Bus capacity of 32 will be brought at par with 29 seat bus by multiplying the rate quoted by (29/32).
- Rates quoted for bus capacity of 26 will be brought at par with 29 seat by multiplying the quote by (29/26).

**Annexure-D**

Tender for Transport service of buses at IIT Mandi, September-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 or 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. from \_\_\_\_\_ to \_\_\_\_\_.

The period is over on \_\_\_\_\_ and now the firm/agency 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Annexure-E**

Tender for Transport service of buses at IIT Mandi, September-2018

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 provisioning of Transportation Services.**

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.**

**Signature of the Transporter with seal & date**

**Tender for Transport service of buses at IIT Mandi, September-2018**

**Guarantee Regarding Submission of ESI & EPF details to IIT Mandi within three months from date of award of contract in case of award of contract for transportation service to IIT Mandi.**

(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 the firm / agency namely M/s \_\_\_\_\_ at present, we do not have registration with Employee's State Insurance (ESI) and Employee's Provident Fund (EPF). That in the event of this firm being selected and awarded for the contract of providing Transportation service for IIT Mandi, we undertake to obtain registration with ESI and EPF and provide proof of the same to IIT Mandi within three months from the date of award of contract.

Towards this assurance/ undertaking of obtaining and providing registration with ESI & EPF, we are furnishing a DD of Rs. 1,00,000/- (DD. No. \_\_\_\_\_ drawn on \_\_\_\_\_, Payable at Mandi, drawn in favour of "Registrar, IIT Mandi".

I/ We understand and accept that in case of failure to provide the details of registration with ESI and EPF within the stipulated time, IIT Mandi will cancel the contract and the DD detail of which is given above shall become property of IIT Mandi and I/We shall have no claim whatsoever to this amount, nor shall we dispute the decision of IIT Mandi in this regard.

I/We also understand that in such event, the performance guarantee given by my/ our firm will also become property of IIT Mandi and I/We shall have no claim whatsoever to this amount, nor shall we dispute the decision of IIT Mandi in this regard.

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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_