



இந்திய தகவல் தொழில்நுட்பக் கழகம், திருச்சிராப்பள்ளி
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI
(An Institute of National Importance under MoE, Govt. of India)
SETHURAPATTI, TRICHY-MADURAI HIGHWAY, TIRUCHIRAPPALLI 620012
Website: www.iiitt.ac.in Mail id: office@iiitt.ac.in

Tender Notice No. IIITT/ADMIN/CAR HIRE/2024/03-01

Date: 04th March, 2024

Indian Institute of Information Technology Tiruchirappalli is an Institute of National Importance established by the Ministry of Education, Government of India under the non-profit Public-Private Partnership (PPP) Model.

The Institute intends to hire vehicles (all over head charges like fuel, taxes, comprehensive insurance, payment to driver, vehicle maintenance etc., but shall not include GST) on contract basis for use in Tiruchirappalli and also for out station travel as per the table given below.

NOTICE INVITING TENDER FOR HIRING OF VEHICLE

Registered “Tour & Taxi” operators or travel agencies with government and having proven track record and experience in the supply of concerned Vehicle are required to go through instructions carefully and complete all the formalities as required and submit their most competitive bids on or **before 25-03-2024 at 03.00 PM**. In the event of furnishing false information / incomplete information, the offer(s) shall be rejected. In case bidders require any clarification, they may contact IIIT Tiruchirappalli before submitting their offers. The tenders received after the specified time of their submission are treated as late tenders and shall not be considered.

The bids are to be sent in a sealed envelope super scribing the “**Tender Reference and bidders address**” shall be written on all the envelopes addressed to

TENDER BOX,

THE DIRECTOR,

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY

TIRUCHIRAPPALLI,

SETHURAPATTI, TRICHY-MADURAI HIGHWAY,

TIRUCHIRAPPALLI – 620012, TAMIL NADU.

Important Dates:

1.	Pre-Bid Meeting	11-03-2024 at 11.00 AM	Venue: IIITT Building
2.	Technical bid Opening	Will be intimated	Venue: IIITT Building
3.	Price Bids opening	Will be intimated	Venue: IIITT Building

Interested and eligible bidders may download the set of bidding documents *i.e.*, specifications, Terms & Conditions and format for Technical and commercial bid *etc.*, from our website <http://www.iiitt.ac.in/>:-

Techno- commercial bid should accompany **EMD of Rs: 2500/- (Rupees Two thousand five hundred only)** in a separate envelope. It should also be made in the form of demand draft (DD) obtained from any Nationalized bank in favor of “Director, IIT Tiruchirappalli” payable at Tiruchirappalli. EMD in any other form will not be accepted as valid EMD. For details, please refer corresponding specification sheet. No interest will be paid on the EMD. The tenders without EMD are liable to be rejected. The EMD will be forfeited, if the supplier withdraws his/her tender during the validity period of the bid. *EMD exemption is applicable to the bidders as per norms of GOI, (GFR).*

The Techno-commercial bid shall be opened in the presence of Bidders or their authorized representatives who choose to be present (should bring valid id proof).

The sealed price bids of only those offers which are technically acceptable shall be opened. The rates quoted should be firm for a period of **One year** from the date of acceptance of the tender.

Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable for rejection.

Tenders are invited from government registered/authorized travel firms for hiring of vehicles on monthly basis as per requirements mentioned below. Copy of registration certificate shall be enclosed.

Sl. No.	Requirement	Vehicle Model/Components	Vehicle type	Usage	Average Mileage / Month
1	Car - 1 no	Toyota -Innova Crysta	Diesel Engine	Local /Out station	1000 km
2	Car - 1 no	Toyota-Etios/Maruti- Swift-Dzire/Tata- Indigo/ Mahindra-Verito –diesel (AC) – Sedan models	Diesel Engine	Local/Out station	On call

Note: Payment on Hire charges will be made once in a month in the form of Cheque or through RTGS after verification of Trip sheet duly signed by the institute Official, and after deducting income tax etc. as per rule, for sl.no (1) subjected to a mileage of 1000 kms per month. Payment on Hire charges will be made for sl.no (2) as per bid rate.

GENERAL CONDITIONS OF CONTRACT (GCC):

- 1) The bids should be filed in **two bid formats** with all the required documents as enclosures in separate sealed covers.
- 2) **(a) Part – I – Techno commercial bid and (b, c) Part – II Financial bid.**
Two separate sealed covers should be specifically superscribed as “**Technical bid for Hiring of Vehicle (a)**” and “**Financial / Commercial bid for Hiring of Vehicle (b & c)**”.
- 3) The financial bids of the Agencies who qualify in technical bids will only be opened.
- 4) The validity of the bids shall be for a minimum period of 90 days.
- 5) The Institute reserves the right to cancel the tender process at any stage without assigning any reason.
- 6) The successful bidder shall enter into a contract for a period of One year within the broad terms and conditions given in this bidding document by submitting a security deposit of **Rs. 50,000/- (Rupees Fifty thousand only) in the form of Demand draft obtained from any Nationalized bank in favor of “Director, IIT Tiruchirappalli” payable at Tiruchirappalli.**
- 7) The payment will be made every month after submission of the bills in duplicate during first week in respect of claim for the preceding month.
- 8) All the statutory copies of certificates like registration copy, insurance certificate, and fitness and pollution certificate without lapse shall be provided by the supplier.
- 9) All tax liabilities *i.e.* Road Tax, Service Tax etc. will be borne by the supplier.
- 10) All repairs like tyres after worn out, engine oil, gear oil, steering oil *etc.* are the responsibilities of the supplier.
- 11) The institute is not responsible for any maintenance of the vehicle.
- 12) If there was no urgent out station tour, the supplier can take vehicle for the periodic maintenance with prior approval from the Institute by making alternate arrangements.
- 13) The supplier shall have to be responsible for the breakdown of vehicle due to improper maintenance or due to natural calamities. In that case a penalty of Rs 1500/- per day of vehicle will be levied and further the payment for the breakdown days will not be made.
- 14) In case of accident the supplier shall have to get it repaired as early as possible. In that case supplier must be in a position to arrange alternate vehicle in good condition.
- 15) Any conditions that have not been mentioned, and the queries pertaining to the contract should be got clarified from the Institute authorities before submitting the tender.
- 16) Any disputes that arise upon the requirement / agreement shall have to be settled within the Tiruchirappalli Jurisdiction only.
- 17) The successful bidder shall have to enter into an agreement with the institute.
- 18) The Vehicle should be registered in the name of the travelling agency.

SPECIAL CONDITIONS OF CONTRACT (SCC):

- 1) The firm should be registered with an appropriate government agency.
- 2) The Agency should have **a minimum of 02 years experience** in hiring of vehicles on monthly hire to reputed organizations. Documentary proof with regard to such experience should form **part of technical bid** (copies of contracts/ experience certificates should be enclosed).
- 3) Car must be AC vehicle only with ABS having at least two airbags.
- 4) The vehicle should not be more than **one-year-old** and to be maintained neat and clean on daily basis.
- 5) The car should be "T" boarded and the vehicle should be in proper running conditions and well furnished.
- 6) Drivers - Should have a valid driving license (LMV with badge number) with good experience and preferably below 40 years of age and should be on proper uniform. The agency should arrange the Driver from the location closer to the Director's accommodation.
- 7) **The Car working hours – 08:00 AM to 08:00 PM on all days.** In case of out station duty, the timings may be extended. However, the **Car must be available to the Institute all the 24 hours.**
- 8) However, the contractor shall be prepared to supply additional vehicle, at short notice during peak requirement like Senate meeting, audit party visit etc. The Travel Agency shall be working 24 x 7 basis throughout the year.
- 9) In case of any break down, suitable vehicle in good condition shall be made available to the institute, failing which vehicle will be hired from the Open Market and actual payment made will be recovered from the dues payable to the contractor in addition to non- payment of hiring charges for the journey.
- 10) The vehicle shall have a log-book to record the mileage, duly certified by the authorities in the Institute at the end of each day. The vehicle shall be driven as per the direction of Officer travelling or another institute Official as per requirement.
- 11) **Price Escalation/Reduction policy:**
There will not be any escalation/reduction in the price during the contract period.
- 12) **Additional payment for Extra Kilometers:**
The monthly rental charges shall be payable in full, even if the distance travelled in that month is less than the Indicative mileage per month for sl.no 1 only.
- 13) Vehicle Holsters: Neat and Tidy covers (Made of Turkey Towel material) shall be provided, which needs to be changed daily.

- 14) The firm shall be responsible for all statutory related tax payments and fines, if any except, parking and toll gate charges.
- 15) The firm shall be responsible for all the obligations under the Motor Vehicles Act, 1954 and responsible for the amended act from time to time.
- 16) The performance of the Agency shall be reviewed quarterly and the contract is liable for termination in the event of non-satisfactory performance.
- 17) Self-attested Copies of Registration as Travel agency and Satisfactory Performance certificate from previous clients shall be attached with the Technical bid.
- 18) In the event of local problems arising while discharging the functions in IIIT Tiruchirappalli TN, the contractor will deal with them appropriately and he/she will not bring IIIT Tiruchirappalli TN, on the scene for such matters.
- 19) The contractor and his/her staff should not be employees of IIIT Tiruchirappalli TN, central or state government. He/ she should submit a declaration to this effect.
- 20) The contractor and his/her staff will make their own residential arrangement outside the premises of the institute.
- 21) If it is observed at any stage that the quality of the work is not satisfactory, the contract order as a whole may be terminated and security deposit will be forfeited. The contractor will have no claims what so ever on the IIIT Tiruchirappalli. The contractor will also have to serve a notice of three months, if he/she wishes to terminate the contract; otherwise the security deposit will be forfeited.
- 22) The Contractor needs to submit driver's health certificate/fitness certificate. Contractor needs to do the background check of the driver
- 23) Driver conduct and behavior need to be good and institute can advise supplier to change driver at any point of time. The supplier should follow the Institution's advice.
- 24) The contract shall provide the replacement of staff, in case of absenteeism, casual/sick leave *etc.* so as to ensure full staff at all time. In case of absence by any particular driver the contractor shall make alternate arrangement immediately.

Registrar (i/c)

PART - I
TECHNICAL BID (Envelope - A)
PROFILE OF THE FIRM FOR HIRING VEHICLE

Self-
attested
Photograph
of the
bidder

1. EMD Rs: 2500/- DD No. Issuing Bank / Branch Date

i	Name & address of the Agency					
	a. Mobile no.					
	b. Telephone no					
	c. E-mail					
ii	Name and Designation of Authority having Administrative & Financial Powers along with his/her Mobile no.					
iii	Experience of the agency for last TWO years in Hiring Vehicles. Particulars may be provided in the table given below (vii).					
iv	Copy of Registration Certificate issued by the appropriate authority					
v	Copy of Service tax Registration for providing Cab service					
vi	Copy of Income Tax PAN number and Copy of GST Registration					
vii	Name of the client	Contact person & Mobile n.	From	To	Duration in years / months	Number and type of Vehicles

viii	Any other information which the agency may like to provide	
------	--	--

Documents having Corrections and Alterations shall not be accepted.

All the information furnished above should be supported by documentary evidence.

I / we accept all the terms and conditions of the tender notice.

Place:

Date:

Signature of the Tenderer with Seal

PART – II - FINANCIAL BID (Envelope – B)

PROFORMA OF FINANCIAL BID FOR SUPPLY OF VEHICLES ON MONTHLY RENT

- A. The price quoted should be inclusive of all expenses such as fuel, oils, taxes, insurance, drivers salary, drivers duty allowance, out station allowance, repairs, maintenance, accident charges, fitness certificate charges, pollution testing charges, police charges, legal charges, route permit fee, service tax and any other expenditure required for the vehicle.
- B. PARKING CHARGES AND TOLL GATE charges shall be paid extra by the Institute at actual.

Sl. No.	Vehicle	Vehicle Type and Year of Manufacturing	Rent per Month (in Rs.)
1	Toyota- Innova Crysta		
Taxes if any			
Total (in Rs.)			
Total (in words)			

*Rent for additional 1 km (in Rs.) ----- (In words_____)

(*Specify the rent for additional 1 km i.e. if monthly average mileage crosses 1000 km)

Name and signature of Tenderer
with seal

Envelope – (c)

Price bid (Local trip) - Annexure 1

Type of Vehicles	Rate for 4hrs or 40km	Rate for 8 hrs or 80 Km	Extra Charges (after 8 hrs) per km	Driver batta beyond 11 PM (11 PM to 6 AM)
Toyota-Etios/Maruti-Swift-DZire/Tata-Indigo/Mahindra-Verito – diesel (AC) – Sedan models				

Price bid (Out station trip) - Annexure 2

Category of Vehicles	Rate per km	Minimum km per day	Driver batta 6.00 AM to 10.00 PM	Driver batta 10.00 PM to 06.00 AM	Remarks
Toyota-Etios/Maruti-Swift-DZire/Tata-Indigo/Mahindra-Verito – diesel (AC) – Sedan models		350			

Name and signature of Tenderer
with seal

Cover page of the Bidding document to be submitted by the eligible bidder

Bidding document for Hiring of

Vehicle Tender Notice No. Dated

Name and address of the Firm: _____

Round Seal of
the Firm

Name of the authorized Signatory _____

Designation: _____

Signature of the Authorized
Person

(Contents of the bidding documents)

S no (01)	Description (02)	Page No. (03)
01	Profile of the Travel Agency	
02	Proof of Authorization to sign the Bidding Documents both Technical and Financial	
03	Original copy of the Satisfactory Performance Certificate issued by the Previous Organizations.	
04	Tender document issued by the IIIT Tiruchirappalli TN, duly signed and stamped on each page.	
05	Copy of Registration Certificate of the firm	
06	Copy of Income Tax Pan Number & GST	
07	Copy of Service Tax Registration Number	

(Address Slip)

PLEASE PASTE THIS SLIP ON YOUR ENVELOPE

Tender No. & Date: _____

Name of the Item(s): _____

(As mentioned in the Tender)

Due Date: _____

To

**TENDER BOX,
THE DIRECTOR,
Indian Institute of Information Technology
Tiruchirappalli,
SETHURAPATTI, TRICHY-MADURAI HIGHWAY
Tiruchirappalli - 620 012**

From: