



भारतीय सूचना प्रौद्योगिकी संस्थान राँची
Indian Institute of Information Technology Ranchi
(An Institute of National Importance under an Act of Parliament)
Ranchi, Jharkhand, India

F. No. IIITR/PUR/22-23/49

Dated 18.11.2022

TENDER NOTICE FOR HIRING OF PREMIUM SUV CAR

Limited Tender Enquiry is invited from reputed parties/ agencies supplying vehicles (Premium SUV Car) with driver on Monthly Hire-basis for official use of IIIT Ranchi, JUPMI Campus, HEC Dhurwa, Ranchi. Interested parties/ agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids by post or email (dr.fa@iiitranchi.ac.in) before the date and time as stipulated earlier.

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B) and Tender Acceptance Letter (Annexure-C). The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise the Tender will be straight way rejected.

Details of tender notice are also available on the institute website:- www.iiitranchi.ac.in

The details of the Vehicles to be hired are as under:

Sl No	Category	No. of Vehicles required	Usage
1.	Premium SUV Car (Innova Crysta or its equivalent)	01(One)	To be used upto 30/31 days subject to maximum of 1200 kms in a month with 24*7

Data Sheet

Item	Description
Name of the Hirer	IIIT Ranchi
Tender Inviting Authority	Director, IIIT Ranchi
Tender Name	Hiring of Premium SUV Car
Tender No.	F. No. IIITR/PUR/22-23/49
Method of Selection	Limited Tender Enquiry
Availability of Tender Documents	To be downloaded from institute website www.iiitranchi.ac.in

Date and time of Tender notice issuance	18-11-2022 at 04:00 PM
Last date and time for Bid/Proposal submission (On or before)	29-11-2022 at 11:00 AM
Bid Opening Time, Date & Venue	IIIT Ranchi, JUT Campus, Khoja Toli, Namkum, Ranchi – 834 010.
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Period of Hiring	1 December, 2022 to 30 November, 2023

Tender documents for Hiring of Premium SUV Car for IIIT Ranchi: Tender documents may be downloaded from institute website at www.iiitranchi.ac.in.

Bid Submission:

Bids shall be submitted by post or email (dr.fa@iiitranchi.ac.in) only, in the following address:

GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:

- 1) The service provider should be a proprietorship/partnership/ registered firm/ company and the vehicle(s) should be registered in Ranchi only.
- 2) The service provider should have minimum 3 years of experience of providing vehicles to any govt. department and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format (**Annexure F**).
- 3) The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
- 4) **This office reserves the right to revise the requirements of vehicles being hired.** The number of 'Premium SUV Car' vehicle(s) mentioned is not fixed. It is as per present requirement:
 - a) **If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions.**
 - b) **Also, this office may surrender some or all of the vehicles, if not needed by this office.**
- 5) **In any case, the payment would be made based on the actual usage of the vehicles, irrespective of numbers mentioned above.**
- 6) Rates to be quoted for Petrol/ Diesel Vehicle separately as based on the fuel type

separates rates are applicable.

7) The tenderer should ensure that after getting the contract the vehicle deployed by him are of latest model (**not older than two years – preferably 2021/2022 model**) and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. **Undertaking in this regard would be required to be submitted by the tenderer alongwith technical bid.**

8) The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose.

9) The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.

10) The calculation of mileage shall be **from the reporting point to the reporting point** and will not be calculated on garage-to-garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost-of-Service Provider.

11) LPG Cylinders should not be used for running the vehicle in any case.

12) In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

13) The service provider shall provide name & address/es of the drivers presently employed by him (**Annexure E**).

14) The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office. **Undertaking in this regard would be required to be submitted by the tenderer alongwith technical bid.**

15) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a **proper uniform** & must carry a mobile phone in working conditions, for which, **no separate payment** shall be made by this office.

16) The driver(s) deputed on duty should carry valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer alongwith technical bid.

17) This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. Undertaking in this regard would be required to be submitted by the tenderer alongwith technical bid.

18) The drivers should be well conversant with the roads and routes of Ranchi. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act

and Rules.

19) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.

20) The tenderer should ensure that after getting the contract the drivers the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.

21) During the period of operation, the driver should not ordinarily be changed unless desired/ allowed by this office. If any vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs. 1000/- per day per Premium SUV Car for each such incident. **Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.**

22) **The service provider should provide a single contact person/ supervisor for the fleet deployed to this office. It would be responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or whatsapp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time.**

23) A daily record indicating time and mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.

24) This Office will reimburse taxes including GST, toll tax and parking charges against production of documentary evidence.

25) All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.

26) The Service Provider shall undertake to indemnify the department against all damages/ charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/ injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

27) If the vehicles are not provided from the desired location, a penalty up to Rs. 1000/- per day per Vehicle can be imposed besides termination of contract.

28) The service provider shall provide the vehicle of the make/ model as per the terms of the contract/ tender during the entire period of contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this Office temporarily.

29) The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.

30) The contract will be initially for a period of twelve months which may be further extended on satisfactory services on the same terms and conditions.

31) In case quality of service by the Service Provider is found unsatisfactory, this Office

may terminate the contract after giving 15 days notice. In case of such termination, services of other empanelled Service Providers will be utilized at the contracted rates.

32) On acceptance of the bid, the Service Provider has to submit Performance Security of an amount equivalent to 5% of the value of the entire period of the contract in the form of Bank Guarantee from a Commercial Bank in favor of Registrar, IIIT Ranchi at the time of awarding the contract. The Performance security should remain valid for a period of at least sixty days beyond the date of completion of the contract.

33) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.

34) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.

35) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.

36) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.

37) Contract can be terminated by either party prematurely by giving advance notice of one month.

38) Proof of payment of appropriate GST will be required to be submitted to this Office.

Encls:

Annexure-A: Technical Bid

Annexure-B: Financial Bid

Annexure-C: Tender Acceptance Letter

Annexure-D: Details of Regular Drivers

Annexure-E: Details of Current fleet of vehicles

Annexure-F: Experience Details

Deputy Registrar

Annexure 'A'

TECHNICAL BID

Qualifying criteria for Quotation

(Documents to be attached to substantiate every information)

Si. No.	Technical Parameter
1	Name, Address (In Ranchi) and Telephone/ Mobile no. of Service provider
2	Details of the regular drivers as per Annexure E & Undertaking
3	Details of the vehicles as per Annexure F & Undertaking
4	Experience details as per Annexure F
5	ITR for Assessment Year 2021-22, 2020-21, 2019-20
6	Valid GST Registration & PAN
7	All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory

Technical BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,
IIIT Ranchi

Dear Sir/Madam,

If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 2 years.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature

Name of Authorized Signatory

ANNEXURE-B
FINANCIAL BID
Price bid (BOQ)

Sr. No.	Category	Usage	Rates to be quoted for Petrol/ Diesel vehicle (Rates in Rs per vehicle per month)
1.	Premium SUV Car (Innova Crysta or its equivalent)	To be used Upto 30/31 days subject to maximum of 1200 kms in a month.	
2.	Premium SUV Car (Innova Crysta or its equivalent)	For usage of more than 1200 kms in a month.	

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

1. I/We _____(name)_____submit the Price Bid
for_____ (Tender name/no.) _____ and related

activities envisaged in the Bid document.

2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price Bid.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./ PSU Department.

Signature

Name of Authorized Signatory

Annexure-C

TENDER ACCEPTANCE LETTER
(To be given on Company/Firm Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature

Name of Authorized Signatory

Annexure-D
Details of Regular Drivers

(Minimum 5 drivers details required)

S. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Upto	Private/ commercial
1						

Annexure-E
Details of Current fleet of vehicles

(Minimum 2 vehicle details required. Also legible copy of RC, Insurance & PUC to be attached)

S. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						
2						

Annexure-F
Experience Details

(Copy of completion certificates to be attached)

S. No.	Name of hirer	Hiring Period	Number of vehicles supplied	Completion certificate date
1		2021-22		
2		2020-21		

• Experience certificate would be considered for that financial year in which minimum 7 month's service has been provided