

OPEN TENDER DOCUMENT

भारतीय सूचना प्रौद्योगिकी संस्थान रांची

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI

(An Institution of National importance under Ministry of HRD, Govt. of India, New Delhi)



NOTICE INVITING TENDER

Tender Notice No. : IIITR/VEHICLES HIRING/11/2018 Dated: 30/10/2018

HIRING OF VEHICLES

LAST DATE OF SUBMISSION OF TENDER: 22/11/2018 UP-TO 17.30 Hrs.
DATE OF OPENING OF TENDER: 23/11/2018 AT 11.00 Hrs

Address for submission of Tender:
Coordinator, IIIT Ranchi Cum
Dean (SW)
Addressed to: Computer Center NIT Jamshedpur
PIN – 831014

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KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

IIIT Ranchi web site : iiitranchi.ac.in
NIT Jamshedpur web site : www.nitjsr.ac.in

Help No.: (91)+0657-2235553, 2374249

Prepared by: STORES & PROCUREMENT SECTION , NIT, JAMSHEDPUR



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Phone: (91)+0657-2235553, 2374249 email: director@iiitranchi.ac.in

OPEN TENDER NOTICE

Tender Notice No. : IIITR/Vehicles Hiring/11/2018 Dated: 30/10/2018

HIRING OF VEHICLES

Indian Institute of Information Technology Ranchi (known as IIIT Ranchi) is an autonomous institute setup by the MHRD, Government of India, and Government of Jharkhand along with the industry partners Tata Technologies, TCS and CCL on a Public Private Partnership by an act of Parliament as an Institute of National Importance.

Presently, IIIT Ranchi is running from (located at) NIT Jamshedpur campus being mentored institute and IIIT Ranchi is in process to establish own setup in the locality at Ranchi.

Indian Institute of Information Technology Ranchi invites sealed tender offers under two bid systems (Technical and Financial) in prescribed documents from reputed and experienced Firm/Agency for providing Following Vehicles in excellent condition for (a) Monthly Contract basis and (b) Daily rate (as and when required) basis for local journeys/outstation journeys for a period of one year (to be renewed yearly basis, up to three years on satisfactory performance) from the date of contract as per terms and conditions specified in the tender document.

Sl.	Type of Vehicle	Make /Model	Mode of Hiring
1.	Innova MUV AC	Toyota	Monthly
2.	Swift Dzire Car AC/ AC) OR Equivalent model	Maruti Suzuki / Equivalent	Daily rental Basis

Interested Firm/Person having valid licence are requested to send their offer in Prescribed Form along with along with required documents under two bid systems (Technical and Financial) in sealed envelope .

The complete Tender document along with terms & condition is available on **IIIT Ranchi web site: iiitranchi.ac.in** and **NIT Jamshedpur web site also: www.nitjsr.ac.in**. The tenderers can download the tender set from the aforesaid web sites or can be obtained from the office of the Stores & Procurement Section, NIT Jamshedpur (JHARKHAND) - 831014 up to last date of submission of Tender.

The sealed Tender duly super scribed " TENDER FOR HIRING OF VEHICLES" along with advertisement Notice No. in bold letters on the top of the envelop should reach office of the undersigned on or before 22/11/2018 up to 05.30 P.M. addressed to : Coordinator, IIIT Ranchi Computer Center NIT Jamshedpur PIN – 831014.

Tender will be opened on 23/11/2018 at **11:00 A.M.** in the presence of the tenderers or their representatives, if they so desire, in the office of Coordinator, IIIT Ranchi Cum Dean (FW) Addressed to Computer Center NIT Jamshedpur.

Coordinator, IIIT Ranchi

INSTRUCTIONS TO THE BIDDERS

1. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
2. Prospective Bidders must quote their rate for vehicle wise separately as mentioned in tender notice.

3. MODE OF PREPARATION & SUBMISSION OF BID:

The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

- I. Cover 1 (**Technical Bid**) shall be superscribed as "Technical bid" duly indicating the Tender Reference No which should contain the following:
 - a. Application for pre-qualification in **Annexure- " I "**
 - b. Declaration in prescribed form ANNEXURE- "II".
 - c. Proof of submission of EMD
 - d. The agency should furnish Registration Certificates
 - e. GST Registration Certificates
 - f. Income Tax /PAN Registration Certificates
 - g. Copy of work order/Invoice completed during the last three years ending 31/03/2018.
 - h. All requisite supporting documents in support of all claims made in tender document and Annexure-I.
- II. Cover 2 (**Financial Bid**) should contain Price only and shall be superscribed as "Price bid" duly indicating the Tender Reference No. as per **"Annexure III "**
- III. The Bidders should offer their price as per "Annexure – III on printed letter head of the Bidder's firm.
- IV. Cover 1 and Cover 2 should be sealed individually and superscribed with the tender reference no. Both covers shall be placed in a third cover which shall also be sealed and superscribed **"TENDER FOR HIRING OF VEHICLES"** along with advertisement **Notice No.** in bold letters on the top of the envelop and same should be addressed to **" Coordinator IIT Ranchi Cum Dean (SW) Addressed to National Institute of Technology, Jamshedpur Pin 831014."**
- V. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.
- VI. The last date for receipt of the offer is marked in the tender Notice. In case the above date is declared a holiday for NIT Jamshedpur,

then the bids will be received up to the given time on the next working day.

- VII. The offer may be sent by registered post/speed post/courier service/by Person so as to reach before/on the last date & time of receipt.
 - VIII. Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
 - III. IX. For any clarification in this matter, Bidder may contact to **Coordinator IIT Ranchi cum Dean (FW) addressed to National Institute of Technology, Jamshedpur Pin 831014** during office hours.
6. **OPENING OF BIDS:**
- I. **Envelop** (Cover) 1 i.e. **Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry in the office of Coordinator IIT Ranchi in presence of committee of officials and interested vendors or their authorized representatives. Tenderers may be present at the time of opening of the Tender.
 - II. **Envelop** (Cover) 2 i.e. **Financial Bid** of only those firms/agencies which satisfy technical requirements will be opened on the scheduled date and time mentioned in the tender enquiry OR a date which will be intimated to the qualified bidders after the scrutiny of technical bids and the same will be posted on our web site. The bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened and EMD will be returned to them.
14. **PERIOD OF VALIDITY OF BIDS:** The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.
15. **AMENDMENT OF TENDER DOCUMENTS:** at any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. In this case a sufficient time for submission of bid will be announced.
16. **EXTENSION OF LAST DATE:** The competent authority may in his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.
17. **QUANTITY:** The actual requirement of Vehicle may vary at time of placement of the work order.
18. **EXCUTION OF ORDER:** Selected Firm has to provide the vehicles within 15 days after issue of work order.
19. **DISCRETION:** The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore.

ELIGIBILITY CRITERIA

Tender Notice No. : IIITR/Vehicles Hiring/11/2018 Dated: 30/10/2018

HIRING OF VEHICLES

All the Bidders must fulfil the following eligibility criteria and submit the documents and the declarations accordingly.

1. All the vehicles as required in tender document to be quoted must be registered in 2018 with specific make and model.
2. The Bidder must have GST Registration Number and submit a self-attested copy of certificate of Registration.
3. Bidder must have Permanent Account Number & submit a self-attested copy of PAN Card.
4. All vehicles must be **BS-IV compliance or latest** model/registration with specific model.
5. Bidders must submit an undertaking for providing Monthly Wages/Salary to be paid to the drivers (not less than the minimum wages) including provision of mobile phones, white uniform (two pairs), Black Shoes (2 Pairs) & washing allowance for the drivers.
8. An undertaking to the effect that the firm is not being blacklisted/banned/suspended/ debarred from any organization/institute and no case is pending with the police or in court of law against their name, duly notarized.
9. Copy of entire tender document must be numbered page-wise, duly signed and stamped on each page as a token of acceptance of our terms & conditions.

GENERAL TERMS & CONDITIONS

Tender Notice No. : IIITR/Vehicles Hiring/11/2018 Dated: 30/10/2018

1. The Vehicle must be in excellent condition. Charges must be quoted as per the models specified in the financial bid form.
2. Rented Vehicles will be used for local journeys/outstation journeys as per requirement of institute Authority.
3. The hiring period will be for one year (to be renewed yearly basis, up to three years on satisfactory performance). The period of contract may be curtailed or extended depending upon the performance of the bidder and requirement of the Institute.
4. The normal working hours will be **07 A.M. to 07 P.M.** The drivers deployed beyond normal duty hours should be compensated.
5. The car and driver shall be at the disposal of the Institute Authority officials during the period of engagement.
6. In case of the absence of Driver, agency has to provide the substitute. If the agency fails to provide the substitute of Driver/Vehicle, a penalty @ 4 times per day on the hiring cost of the vehicle shall be imposed.
7. Normally, summer vacation is for two months and winter vacation is for one month for which notice will be issued to the agency by the Institute and no payment for this period will be made in case of monthly rental basis if hired for services.
10. The agency will take care of Insurance of the vehicles as well as of the Drivers.
11. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of Vehicle.
12. The drivers must observe all etiquette and protocol while performing the duty. He must be neatly dressed, should wear **proper uniform** to be decided by the institute at the time of engagement for which no extra payment will be provided and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Institute. All drivers should be provided with mobile phones.
13. Driver selected by the agency will be assessed by the Institute before his engagement is finalized.
14. All maintenance/servicing of the vehicles should be done by the Firm at their own cost. The interior and exterior conditions of the vehicles should be well maintained.
15. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.

16. The firms should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
17. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.
18. The vehicles provided to the Institute must have valid permits.
19. The Institute reserves the right to relax any of the eligibility criteria given in the tender document for award contract in the best interest of the Institute.
20. The Institute is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason.
21. In case of default or abrogation of the condition stipulated, the EMD shall stand forfeited.
22. The vehicle is to be delivered within 15 days from the date of issue of the work order.
22. The bidder should submit their bids(s) in the format attached.
23. The Agency shall abide by all statutory laws, rules and regulation of the state Govt. / Central Govt. as per jurisdiction.
24. No manpower should be engaged exclusively for this contract when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person displaced from job". The institute shall not entertain such claim.
25. During the agreement period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease period shall be the sole responsibility of the Agency. The institute shall in no way be liable for any such incident occurring during or in connection with this contract.
26. The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, IIIT Ranchi is the sole arbitrator to decide the same or his decision is final and binding on both the parties.
27. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of law.
33. The vehicle can be de-hired giving prior notice of one month considering the requirement of the institute for which no payment will be made by the institute. In case of unsatisfactory services the work order of the Agency may be terminated giving one weeks' notice.
34. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.
35. The need of vehicle may increase /decrease in future.

36. The contract cannot be outsourced to third party.

38. DOCUMENTATION OF BILL:

Selected Firm/Person has to submit the bill monthly along with signed logbook.

Logbook will be provided by the Institute Authority and will be carried in all Vehicles by the Driver.

Log book has to be signed by the Authorized Person of the Institute daily.

41. PAYMENT:

I. Payment will be made by monthly only after receipt of the relevant Bill along with other documents.

II. No part payment/advance payment shall be made. Payment shall be made by on-line through **NEFT/RTGS**.

TECHNICAL BID :(ANNEXURE- I)

Tender Notice No. : IIITR/Vehicles Hiring/11/2018 Dated: 30/10/2018

HIRING OF VEHICLES**TECHNICAL BID - HIRING OF VEHICLES
(PRE-QUALIFYING REQUIREMENT)**

Sl. No.	Required Information	Details to be filled up by the Bidders
1.	Name of Bidding Firm/ Person (Attach certificates of registration)	
2.	Full Address of Office with Telephone No. , & Mobile No	_____ _____ _____ _____
3.	Type of Firm: Proprietor / Partnership)	
4.	Income Tax Registration No /PAN No. (Please Attach copy)	
5.	GST Registration No (Please Attach copy)	
6.	Copy of work order/Invoice completed during the last three years ending 31/03/2018	
7.	Are vehicles as required in tender document registered in 2018?	
8.	Agreed to provide the Vehicles as specified in tender?	
9.	Is bidder blacklisted by any organizations?	
10.	Declaration in prescribed form ANNEXURE- "II" (attach copy)	
11.	Details of Bank of Bidder	Name of Account Holder: _____ Name of Bank: _____ Account No.: _____ IFSC Code: _____ MICR Code: _____

15.	Is bid valid for 90 days/or as specified?	
16.	Payment Terms agreed as Specified?	
17.	Is Bid document duly signed?	

(Signature of Authorized person)

Full Name: _____

Place: _____

Seal of the firm

Date _____

Note: Bidders not submitting full information / documents at the first instance, offer shall be rejected.

DECLARATION :(ANNEXURE-II)

Tender Notice No. : IIITR/Vehicles Hiring/11/2018 Dated: 30/10/2018

DECLARATION FORM

(Declaration should provide on printed letter head of the Bidder's Firm)

DECLARATION

To,
Coordinator
Indian Institute of Information Technology Ranchi

Sir,

Sub: Submission of Bid for providing Vehicles against Tender Notice No: IIITR/
Vehicles Hiring/11/2018 Dated: 30/10/2018

Having examined the details of Tender document, I / We hereby submit the prequalification documents and other relevant information.

We, the undersigned, are submitting our Bid for providing vehicles on rental basis with reference to the above mentioned tender notice.

I hereby certify that all the statements made and information supplied in the statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.

I have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.

I certify that my firm is not **blacklisted / banned** from business by any organization.

I hereby accept the rules and procedures of the Institute for pre-qualification of contractor and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and I/we am/are liable to be banned from doing business with Indian Institute of Information Technology Ranchi and /or prosecuted.

(Signature of authorized person)

Full Name of Signatory: _____

Designation of Signatory: _____

Place: _____ Seal of the Agency/Firm

Date _____

FINANCIAL BID

Tender Notice No. : IITR/Vehicles Hiring/11/2018 Dated: 30/10/2018

HIRING OF VEHICLES

FINANCIAL BID FOR CAR/MUV

Type of Vehicle			
Innova (Toyota AC)		Swift Dzire (Maruti Suzuki AC) OR Equivalent model	
Rate Per Month in Rs.		Rate in Rs. Per Day including 80 KM Running	
Offered free Running KM Per month		Not applicable	Not Applicable
Extra Km. Charge in Rs.		Extra Km. Charge in Rs.	
Extra Charge Per Hrs. in Rs.		Extra Charge Per Hrs.	

Rate should be quoted with Driver & including all Taxes.

Note :

1. **Innova** (Toyota AC) on monthly basis: Rate of monthly charge should be for 30/31 days. Offer should be clearly indicating including free running Kms. in a month).
2. **Swift Dzire** (Maruti Suzuki AC)/ OR Equivalent model on daily rate basis as and when required.

(Signature of authorized person)

Full Name of Signatory: _____
Designation of Signatory: _____

Place: _____ Seal of the Firm

Date _____