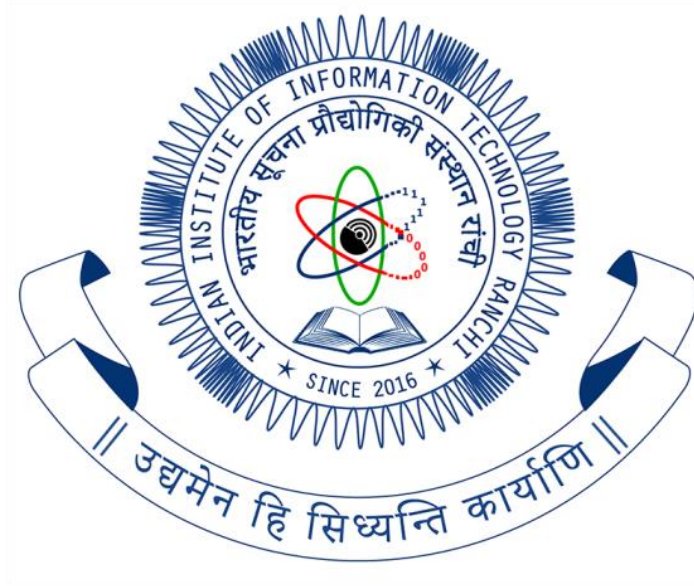


**TENDER FOR HIRING OF BUS SERVICES FOR IIIT
RANCHI**

**Tender Notification No: IIITR/PUR/2022-23/38
Dt 29.09.2022**



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI
JUT CAMPUS, SIRKHA TOLI, NAMKUM, RANCHI- 834 010**

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RANCHI

Indian Institute of Information Technology Ranchi (IIITR) invites tender for hiring of Bus services as per specifications given in the Annexure attached to the tender.

Tender Notification No.	IIITR/PUR/2022-23/38 Dt. 29.09.2022
Last Date of Tender Submission	06-10-2022 at 4:00 PM
Address for communication	As stated below in the instructions to the bidders.

INSTRUCTIONS TO BIDDERS

- All interested bidders are requested to send their sealed quotation for the **bus services** for IIIT Ranchi.
- All the details as required in the enclosed format - both technical details and rate (financial part) - shall be filled up carefully and put it in a sealed cover and send it to IIIT Ranchi by post or email (dr.fa@iiitranchi.ac.in) before the date and time as stipulated earlier.
- The rates quoted against the tender should be valid for acceptance for 90 days from the date of opening of tender and during the validity period of the offer, the bidder is not permitted to make any upward revision in the rate or withdraw his offer.
- **NOTE:** The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all papers and envelopes submitted. The tender document should be sealed, signed and super-scribed with the Tender Reference No. and Tender notice.

From: M/s.....
 Contact No:
 E-mail ID:

Eligibility Criteria:

Sl. No.	Criteria	Comply (Yes/No)	Page number in support of compliance. Deviations (if any) should be mentioned clearly and details thereof should be indicated.
1.	The bidder must have at least 2 (Two) years of experience in providing Bus facilities to schools/colleges/institutions etc. The supplier should provide list of schools/colleges/institutions with all contact details so that IIIT Ranchi can approach the contact person for any feedback.		
2.	The bus operator who has at least 2 Buses registered in their/firm/company name/in possession of the firm with valid legal documents can only participate in the tender.		

TERMS & CONDITIONS

1. The tender invites hiring of services of **ONE bus**. The bus should be of “**JHARKHAND**” registration.
2. The bus should be manufactured and plied on the road on or after 2016 only and should not have run exceeding 1,00,000 KM.
3. The bus should be of 40–50 seater and free from past history of accidents.
4. Service period is one year but within one year there will be break during vacation and semester breaks. Payment will not be made during that period. Monthly payment will be made on prorata basis for ELEVEN months from the date of agreement.
5. The institute reserves the right to terminate the contract at any time without assigning any reason whatsoever and it may also increase/ decrease the no of bus required at any time depending upon the necessity.
6. The agreement may also be terminated by the institute at 24 hours of notice (i) due to grave misbehavior on the part of driver and or khalasi/ conductor and (ii) due to rendering erratic bus service causing much inconvenience to the students/ staffs as well as their guardians.
7. The transporter must ensure that the bus provided to the institute shall be well maintained and it should be under the effective control of the person driving the vehicle. The entire responsibility of the maintenance/ upkeep of the bus’s rests with the Transporter/bidder.
8. Drivers & supporting staff of the hired bus shall be available for 10 hours including rest and lunch hours for institute purposes.
9. The payment will be made monthly through RTGS/ NEFT /Electronic transfer. For incomplete month/during vacation payment will be made on pro-rata basis.
10. The transporter/bidder has to provide one driver and khalasi/ conductor for each bus for the smooth running and movement of the bus. Wages shall be provided by the transporter for the bus staffs i.e., driver and khalasi/ conductor and two sets of uniform as prescribed by the institute shall also be paid / provided by the transporter.
11. It is the responsibility of the transporter to deduct PF & ESI from the wages of staff (driver, conductor/ khalasi and any other employee) employed by him for the purpose of operation of the said bus and in any way connected in its any activity.

All the statutory deductions from the salary of each employee have to be paid to the respective authorities in time along with employer's contribution (prescribed) without fail.

12. The payment for supply of bus services of preceding month will be made within 10 working days of every succeeding month by the institute subject to submission of PF & ESI deposit slips for the preceding month of the members of bus staff by the transporter. Log book & bill of hired charges must be submitted to institute by 1st working day of every month.
13. Payment of hire charge of bus will be made to the transporter by the institute after deduction of TDS as per IT norms and other Government liabilities.
14. The Transporter/bidder must have GST Registration and PAN Registration. The copy of GST Registration Certificate and PAN shall be provided to the institute authorities.
15. The hired bus should not be used for any other purpose except for institute use.
16. In case of breakdown of the bus, the transporter will have to make alternative arrangement within 60 minutes for transporting the students failing which, total expenditure incurred by the institute for making alternate arrangements for transporting the students will be deducted from monthly hire charges. If similar situation persists, institute will also deduct twice the amount of rent for the days such incident occurred. Daily rent may be calculated on prorated basis of monthly rent.
17. Transporter will be responsible for making the alternative arrangement of their driver & conductor/ khalasi in case of their absence from duty.
18. Each vehicle on the road shall at all times carry the following valid documents (in original) and shall be produced on demand by the officer empowered to demand documents by or under the Motor Vehicle Act, 1988.
 - (i) Certificate of Registration
 - (ii) Certificate of fitness
 - (iii) Certificate of Insurance
 - (iv) Taxation certificate (Tax Token)
 - (v) Driving License with Badge of the Driver and Badge of the conductor.
 - (vi) Permit granted by the Regional Transport Authorities.
 - (vii) Pollution under control certificate.

One photo copy of each certificate duly signed by the owner should be submitted to the institute for our official records.

19. The bus should be well designed and equipped with all accessories necessary for safe journey of students. The following safety norms as prescribed by the Hon'ble Supreme Court are also to be observed strictly before bringing the institute vehicle on road: -
- a. The bus must have a first aid box with glazed front, with necessary medicines for first aid. The expiry date of medicines must be checked time to time by transporter.
 - b. The bus must be equipped with a fire extinguisher, dry power type located near the Engine Compartment.
 - c. The doors of the bus should be fitted with reliable locks.
 - d. The name of institute and Telephone No. must be written in bold on the body of the bus.
 - e. The bus must be painted yellow in color as per norms laid by the Jharkhand Government.
 - f. Each bus must have the names of driver and conductor in bold letters. The bus must have doors & fitting as per the guideline issued by the Hon'ble Supreme Court.
20. The transporter should provide the driver having minimum of five years of experience of driving heavy vehicles with valid driving license for commercial HMTV and must not have any previous record of traffic offence and should not be drug addicted. The driver and khalasi/conductor should have specific uniform while driving the institute bus. The driver age should not be more than 60 years.
21. The institute will not be responsible for any damage of the bus or damage caused by the bus staff to other vehicle or any injury caused to other persons while plying on the road.
22. The transporter shall be responsible and liable for all police challans, fines and other claims (compensation etc.) arising out of accident in course of operation of bus or otherwise. The institute will bear no responsibility whatsoever in such matters.
23. It will be the responsibility of the transporter to take adequate measures for safe travelling of the students in the bus.
24. The bus must have fog lights.

25. The bus should be periodically checked and maintained to remove mechanical faults, if any.
26. This agreement is also deemed to include such clauses which may emerge in the wake of fresh Govt. order with regard to operation of educational bus issued during the currency of agreement which will be binding on the transporter.
27. The transporter/bidder shall comply with all rules regulations regarding safety and security of their men, shall have to arrange for insurance etc. for their employees at their cost and the institute will not be responsible in any manner in case of mishap resulting in physical and or to monetary loss to their employees.
28. The person engaged by the transporter will be under direct supervision and control of the party of transporter. However, for day to day working institute shall assign as it deems fit.
29. Transporter shall not sub-contract the job assigned to them without prior written permission of the institute.
30. Transporter shall maintain a proper record of employees posted at premises of the institute and shall maintain their attendance in muster roll prescribed under law.
31. The institute will not permit fuel filling while passengers are plying in the bus.
32. All deployed vehicles from transporter should have GPS and speed governors.
- 33. No services will be required for summer/ winter vacations/other vacations/semester breaks. For this, a prior notice in advance will be issued to the transporter. No payment will be made during this period.**
34. The tender proposals (BOQ) may be given in the format provided in **Annexure II**
35. The Institute at its sole discretion, reserves the right to accept or reject any of the tenders without any reason in the evaluation and comparison of the same.
36. The decision of the Institute with respect to any of the matter pertaining to the tenders for hiring of bus or arising there from shall be final and binding and shall not be called in question.
37. In case of the successful tenderer the rates quoted shall be valid for the period of the contract. **No escalation shall be payable due to any increase in rates of materials / Fuel and labor–statutory or otherwise.**

38. The payment shall be released on monthly basis after satisfactory service on submission of bill in duplicate by the contractor. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.
39. Insurance policy as per statutory requirement shall be taken by the vehicle owner so as to cover all type of risk – risk for vehicle, risk for driver, conductor and students and third party. The owner shall also take other necessary insurance coverage as per the Motor vehicle Act at his own cost.
40. In the event of theft, loss or accident and any dispute with the local government Authority, the Institute authority will not be responsible and vehicle owner will settle the claims himself with any authority. During the contract period, if vehicle is seized/ detained by police/ transport authority or any other authority for any reason, whatsoever, it shall be the sole responsibility of the contractor. The contractor shall provide alternate vehicle immediately.
41. The contractor shall be an independent entity engaged to produce the required result and compliance with all law and regulations applicable in this behalf and also keep institute authority and its officers indemnified for any breach or default.
42. The bus will have to ply as per timing of the Institute. The officer in charge will decide the route of the bus.
43. The Successful bidder will have to deposit Rupees **one-month contract value as security deposit** for the contract period.
44. The bids can be sent to us by Registered Post/ Speed Post/ Courier/Email so as to reach the marked address within the due date and time. Late bids due to postal/courier etc. delay will not be accepted. The Institute reserves the right to cancel/reject any or all bids without assigning any reason thereof. The envelope containing the tender documents shall be super scribed as “QUOTATION FOR BUS SERVICES”
45. The vendor should read the Tender documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication. Any lack of information shall not relieve the bidder of its responsibility to fulfill its obligations under the Bid.
46. Banker’s details of quoting firm/ vendor should be clearly mentioned as attached.
47. Late and delayed tender will not be considered. In case any unscheduled holiday occurs on prescribed closing/ opening date the next working day shall be the prescribed date of closing/ opening.

48. The tenders are liable to be rejected if the conditions mentioned in the tender documents are not complied with. The tender should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
49. The Institute may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lower bid, without thereby incurring any liability to the affected bidder or bidders. The institute at its discretion may change the quantity / upgrade the criteria / drop any item or thereof at any time before placing the transport order.
- 50. Furnishing of wrong/ ambiguous information in the compliance statement may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the compliance statement was given with a malafide/ fraudulent intent.**
51. The Institute may waive off any minor informality non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
52. A responsive bid is one in which the bid is substantively responsible i.e. the bid which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Security deposit, Applicable law, and Taxes & Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
53. Any effort by a Bidder to influence the institute in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's bid.
54. Institute reserves right to inspect all/ any vehicle at any time during the trip.

Profile: Transport Operator (Use additional sheets if required)

(A) PERSONAL DETAILS:

1. Registered Name of Company/Firm/Operator:
2. Address (with Telephone No):
3. Name of Registered owner(s):
4. Address of the Registered owner(s):
5. Registration No & Year of Registration:
6. Income Tax No:
7. PAN No:
8. GST NO:
9. Bankers Details:
 - a) Name of Banker:
 - b) Place of Banker:
 - c) Account No of the Bidder:
 - d) IFSC code of the Bank:
10. Turnover for the Financial Year 2019-20; 2020-21 and 2021-22 (Any Proof)
11. PF No & ESIC NO:

(B) DETAILS OF SERVICE PROVIDED TO OTHER COLLEGES / SCHOOLS / INSTITUTIONS:

Sl No	Name of School / College / Institute	No of Bus provided	Since (Year)

Stamp and Signature of Tenderer

Annexure II

BILL OF QUANTITIES (Without GST)

Name of The Work: Hiring of Bus (1 Nos.) of 40–50 Seater Bus for IIITR

Sl No.	Description	Rate per bus per month (Rs.)
1.	All-inclusive monthly fixed charges (including fuel) for deputing vehicle with driver & conductor/ khalasi for running up to 1200 KM per month	
2.	Per Km charges for over and above 1200 KM in a month	

Stamp and Signature of Tenderer