

**INDIAN INSTITUTE OF SCIENCE EDUCATION
AND RESEARCH (IISER), PUNE**



TENDER DOCUMENT

FOR

TRANSPORT SERVICES

**Indian institute of Science Education and Research (IISER), Pune
900, NCL Innovation Park, Dr. Homi Bhabha Road, Pune : 411 008**

INDEX

Sr. No.	Particulars	Page Nos.
PART I - TENDER DETAILS		
1	Tender Notice	3
2	Eligibility Criteria	4
3	Draft Letter to be submitted by the bidder along with the tender	5
4	Agency/Firm/Company Profile	6-7
5	Terms and Conditions of the tender & General Information	8-12
PART II – FINANCIAL BID (A, B, & C)		
6	Rates for hiring vehicles	13-15

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, PUNE

900, NCL Innovation Park, Dr. Homi Bhabha Road, Pune : 411 008

TENDER NOTICE FOR TRANSPORT SERVICES

Advt. No. 16/2013 - IISER-P/Trans_Ser/06/2013 dated 20/06/2013

- 1) The Director, Indian Institute of Science Education and Research, Pune, an autonomous Institution established by the Ministry of Human Resource Development, Govt. of India invites sealed tenders through advertised tender enquiry for transport services on contractual basis for hiring of cars and mini buses for daily / monthly use in the offices of IISER Pune.
- 2) Tender document fee of Rs. 1000/- (non-refundable) in the form of DD in favour of "Director, IISER Pune" to be enclosed with the technical bid.
- 3) The offers may be submitted in TWO-BID SYSTEM (A-Technical Bid and B-Financial Bid), by the reputed and experienced firms/agencies/companies established and functioning in and around Pune city having valid licenses and sanctions and qualified experience in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc.
- 4) The tenderer will have to deposit the earnest money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) through Demand Draft/Pay Order drawn in favour of "**Director, IISER Pune**" along with the tender document at the time of submission.
- 5) The Director, IISER Pune reserves the right to award contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Director, IISER Pune in this regard shall be final and binding on all.

Important Dates:

- | | |
|---|--|
| (i) Availability of tender Document on website | : June 21 to July 12, 2013 up to 12.00 noon |
| (ii) Pre-bid Meeting # | : July 01, 2013 at 10.30 a.m. |
| (iii) Tender Submission | : July 12, 2013 up to 3.00 p.m. |
| (iii) The date and time for opening of technical Bid. | : July 12, 2013 at 3.30 p.m. |

The date and time of opening of Financial Bids shall be intimated later to the tenderers who are declared qualified by the Technical Committee

REGISTRAR

Pre-bid meeting will be held at IISER, 900-NCL Innovation Park, Dr. Homi Bhabha Road, Pune : 411 008

ELIGIBILITY CRITERIA

- 1) The contracting agency/firm/company should be based at Pune or having its office in Pune.
- 2) The contracting agency/firm/company should have the minimum experience of three years as on 31/03/2013 in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc. Experience from Call Centre organizations will not be considered. The tenders of the contracting agency/firm/company with inadequate/irrelevant experience as mentioned above are liable for rejection.
- 3) The contracting agency/firm/company should have minimum annual turnover of Rs.50,00,000/- and above in each of last three financial years i.e. 2010-2011, 2011-2012 & 2012-2013 in providing passenger vehicles on hire basis.
- 4) The contracting agency/firm/company should have minimum 10 passenger vehicles registered as tourist vehicles on its own name having valid tourist permit (Copies of the tourist vehicle registration certificates & Insurance policies to be attached).
- 5) The contracting agency/firm/company should submit Technical Bid & Financial Bid in separate sealed Envelopes super scribing "Technical Bid" and "Financial Bid" as the case may be.
- 6) The Technical Bid should accompany a DD / Pay Order of Rs. 25,000/- (Rupees Twenty Five Thousand Only) drawn on any nationalized Bank in the Name of "Director, IISER Pune" payable at Pune towards Earnest Money Deposit (EMD) and tender document fee of Rs. 1,000/- (Non-refundable) in the form of DD/Pay order of any nationalized bank in the Name of "Director, IISER Pune" to be enclosed along with Technical Bid. Tender received without EMD & Tender Fee or lesser amounts will be summarily rejected.
- 7) The EMD shall be forfeited by IISER Pune, if tenderer withdraw his tender after opening.
- 8) The rates quoted in the Financial Bid shall be valid for at least 12 months from the date of award of tender. Tender valid for a shorter period shall be liable for rejection.
- 9) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the contracting agency/firm/company.
- 10) Team of IISER Pune shall visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.
- 11) The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations / permits are liable for rejections.

Date : _____

The Registrar

Indian Institute of Science Education and Research,
900, NCL Innovation Park, Dr. Homi Bhabha Road,
Pune 411 008

Subject : Tender for transport services

Reference. : Tender Notice published in Daily newspaper on _____,

Sir,

With respect to the tender notice published in above mentioned daily newspaper,
I / We hereby submit my / our tender in a required format (*Part-I Agency/Firm/Company Profile + List of passenger vehicles and make*) in sealed envelope and *Part-II [Financial Bid (A, B, & C)] in separate sealed envelope*).

I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

Yours faithfully,

Signature

Name :

& seal of contracting agency/firm/company

AGENCY/FIRM/COMPANY PROFILE

Earnest Money Deposit (EMD) (DD/pay Order of Nationalized bank Only)	DD/Pay Order No. _____ dated _____ for Rs. 25,000/- (Rupees Twenty Five thousand only) drawn on (name of the Bank) _____ in favour of Director, IISER Pune payable at Pune (To be enclosed with Technical Bid- Part I)
--	---

AGENCY/FIRM/COMPANY PROFILE		
Sr. No.	Required information	Description
1	Name of the agency / firm / company	
2	Address of the agency / firm / company	
3	Legal status (individual, proprietary, partnership firm, limited company, corporation, etc.)	
4	Name, designation, and telephone nos. of the contact person. Fax No. E-mail id	
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached): 1] Registration number of the firm. (as per shop and establishment act.). 2] PAN, 3] Service Tax – Registration number.	
7	Existing total passenger vehicles owned in the name of agency / firm / company (attach registration certificates & Insurance Policies)	

8. List of present and past clients in the following format. The information provided will facilitate evaluation of Technical Bid **(Please use separate sheet if required without changing the format)**. Please attach client certificate / work orders etc clearly giving period of contact.

Sr. No.	Name of the organization with complete postal address	Name and designation of the contact person with Tel. / Mobile No (s), Email ID.	Period for which the contract is/was awarded	No. of passenger vehicles deployed by your firm on site	Vehicle make and name	Monthly Basis / Call Basis

8. Turnover in the field of providing passenger vehicles on hire basis done during the last three years (please submit documentary evidence i.e. extract of Profit and Loss account , Balance Sheet & Income Tax return filed)

Financial Years	2010-2011	2011-2012	2012-2013
Details of Gross Annual Turnover (Rs. in Lac)			

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

Please read the following Terms & Conditions carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

- 1) The contract shall be initially for a period of one year and may be extended for a further period subject to satisfactory performance at the discretion of competent authority of IISER Pune on the same terms and conditions or with some addition/ deletion/ modification for a further period of maximum up to 3 years.
- 2) The contracting agency/firm/company shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit.
- 3) The Director, IISER Pune reserves the right to terminate the contact at any time with out assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- 4) The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of IISER Pune.
- 5) The contracting agency/firm/company shall get suitable instructions from the Registrar / Designated Official of IISER Pune and shall provide the services promptly as per requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.
- 6) The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Maharashtra / India particularly applicable to the business.
- 7) The contracting agency/firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided on IISER Pune site and will obtain requisite licenses, sanctions & permits which should valid during the tenure of contract.
- 8) There will be no dead mileage for vehicles deployed on monthly basis. The kilometer age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches IISER to vehicle leaves IISER. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc.
- 9) The vehicles to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period. The vehicle used on IISER Pune site should not be older than two years at any point of contract.

- 10) The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same level of vehicle.
- 11) In case a vehicle is requisitioned and the same does not reach at the designated time and place, IISER will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills etc.
- 12) The drivers of the vehicles deployed on the IISER Pune site should be fully conversant with the routes of Pune City and the suburbs and should possess valid driving license (T) in his name. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. In the event of misbehaviour on the part of drivers, IISER may impose penalty as deemed fit on the contracting agency/firm/company including replacement of Driver.
- 13) The contracting agency/firm/company shall deploy drivers on IISER Pune site only after police verification. All drivers deployed on IISER Pune site will carry Identity Card issued by the contracting agency.
- 14) The contracting agency/firm/company and the IISER Pune shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Pune. The resultant contract will be interpreted under Indian Laws.
- 15) In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from IISER Pune site, if required by IISER Pune.
- 16) Upon receiving necessary orders from the competent Official of IISER Pune, the successful agency / firm / company shall immediately replace any of its drivers who is found unacceptable to the IISER Pune.
- 17) The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with IISER Pune so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays / Sundays also for satisfying IISER Pune vehicle requirements.
- 18) All the charges towards repair / servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the vehicles deployed on IISER Pune site shall be borne by the successful agency / firm / company.

- 19) The vehicles deployed on IISER Pune site should be insured in all respects by the successful agency / firm / company. In case of any accident or theft etc. all the claims arising out of it will be met by the agency / firm / company. IISER Pune shall not be liable in any matter whatsoever.
- 20) Vehicles deployed on IISER Pune site with the driver shall be at the disposal of IISER Pune as and when required. IISER shall be free to use the hired vehicles in any manner for carrying officials, material etc. as per its requirements and the contracting agency / firm / company shall not have any objection to it.
- 21) Hired vehicles will report at IISER Pune at designated timings for the designated hours. In exceptional cases, IISER Pune may call vehicles before designated time or retain vehicles after designated time to cater to sudden work exigencies.
- 22) In case of delay in reporting the vehicle, a penalty of Rs.50/- per 15 minutes delay shall be imposed.
- 23) Vehicles supplied by the firm/agency will be regularly inspected by nominated officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice of the Inspecting Officers by the users, a penalty of Rs.500/- on each fault will be imposed.
- 24) The drivers of the vehicles deployed on IISER Pune site will obtain the duty slips every day from IISER Pune officials and Drivers shall maintain the log book (timings and mileage for each vehicle) on daily basis and obtain signatures of the users immediately after every duty. IISER Pune officials may demand this log book at any time for inspection.
- 25) The drivers also shall be asked to carry files/ papers/letters to be handed over to the internal staff/distribution within local areas.
- 26) IISER Pune will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage / Loss to the IISER Pune official will be recovered from the contracting agency / firm / company.
- 27) The contracting agency / firm / company shall ensure that vehicles and drivers of the vehicles provided on IISER Pune site are not changed. Frequent changes of vehicles and drivers will not be permitted. In case of change, the contracting agency / firm / company will educate the driver to be replaced about IISER Pune requirements.
- 28) In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.

- 29) It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it at IISER Pune site and IISER Pune shall have no liabilities in this regard.
- 30) For all intents and purposes, agency / firm / company shall be the "Employer" within the meaning of different Labour Legislations in respect of drivers so employed and engaged at IISER Pune site. The Drivers deployed by the agency / firm / company at IISER Pune shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IISER Pune.
- 31) The agency / firm / company shall be solely responsible for the redressal of grievances /resolution of disputes relating to drivers engaged by them at IISER Pune site. IISER Pune shall, in no way responsible for settlement of such issues.
- 32) The successful agency / firm / company shall provide ID Card, two sets of uniforms and two sets of shoe to the staff deployed at IISER Pune.
- 33) IISER Pune shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.
- 34) The drivers employed by the successful agency / firm / company shall be medically fit. If and when required, IISER Pune also reserves the right to get the drivers of the agency / firm / company working on IISER site medically examined.
- 35) The drivers deployed by the contracting agency / firm / company shall not claim nor shall be entitled for pay, perks and other facilities from IISER Pune. On termination of contract on its expiry or otherwise, the staff engaged by the successful agency / firm / company shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IISER Pune.
- 36) The Company / Firm / Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, working hours etc. in respect of the drivers deployed by it at IISER Pune site.
- 37) The Company / Firm / Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to IISER Pune in the Administration section along with duly signed duty slips, photocopy of the extract of the log book.
- 38) Payment against Bill shall be made only after satisfactory services to be certified by the Administration. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services. No advance payment will be made. The payment will be made by local crossed cheque / bank transfer.

- 39) IISER Pune shall not be responsible for payments for the services provided by Company / Firm / Agency to the staff on their personal requests.
- 40) The Company / Firm / Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IISER Pune to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 41) The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IISER Pune to the agency.
- 42) In case, the Company / Firm / Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISER Pune is put to any loss / obligation, monetary or otherwise, IISER Pune shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- 43) If required. IISER Pune may make arrangements for parking space for vehicles deployed on monthly basis on its Site
- 44) The Company / Firm / Agency shall submit along with "Technical Bid" the type of passenger vehicles owned by them in the following format :

Sr.No	Name of the Vehicle	Year of Manufacturing

- 45) The successful tender will have to make agreement with IISER Pune broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IISER Pune on a judicial stamp paper of Rs. 500/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company.
- 46) The successful tenderer will have to deposit a performance security deposit of Rs. 5,00,000/- (Rupees Five Lac Only) in the form of Performance Bank Guarantee (PBG) of any nationalized Bank in favour of Director, IISER Pune. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.
- 47) IISER reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

FINANCIAL BID - PART II (A)

Basic rates (excluding applicable taxes) in rupees for hiring following vehicles on call basis

Sr.	Vehicle type	8 hrs & 80km	Charges for Extra hr	Charges for Extra km	Outstation Minimum 300 Km	Charges for Extra hr	Charges for Extra km
1	Tata Indica AC						
2	Tata Indica Non-AC						
3	Tata Sumo AC						
4	Tata Sumo Non-AC						
5	Tata Indigo AC						
6	Tata Indigo Non-AC						
7	Tata Manza AC						
8	Tata Manza Non-AC						
9	Maruti Swift D'zire – AC						
10	Maruti Swift D'zire – Non-AC						
11	Tavera AC						
12	Tavera Non-AC						
13	Innova AC						
14	Innova Non-AC						
15	Mahindra Xylo – AC						
16	Mahindra Xylo – Non-AC						
17	Corola Altis AC						
18	Tata Winger A/C – 9 Seater						
19	Tata Winger Non-AC – 9 Seater						
20	Tata Winger A/C – 13 Seater						
21	Tata Winger Non-AC – 13 Seater						
22	Tempo Traveler 17 Seater AC						
23	Tempo Traveler 17 Seater Non -AC						
24	40 Seater AC Bus						
25	45 Seater Non AC Bus						

Signature

Name: _____

Seal of agency / Firm / Company

FINANCIAL BID- PART II (B)

Basic rates (excluding applicable taxes) in rupees for hiring following vehicles on call basis for Pune Airport Pick Up / Drop Service

Sr.	Vehicle type	Pune Air port drop/pick up (Pick up / Drop within 3 km radius from IISER campus)	Mumbai Domestic Airport drop/pickup From / to IISER Campus	Mumbai International Airport drop/pickup From / to IISER Campus
1	Tata Indica AC			
2	Tata Indica Non-AC			
3	Tata Sumo AC			
4	Tata Sumo Non-AC			
5	Tata Indigo AC			
6	Tata Indigo Non AC			
7	Tata Manza AC			
8	Tata Manza Non-AC			
9	Maruti Swift D'zire – AC			
10	Maruti Swift D'zire – Non-AC			
11	Tavera AC			
12	Tavera Non-AC			
13	Innova AC			
14	Innova Non-AC			
15	Mahindra Xylo – AC			
16	Mahindra Xylo – Non-AC			
17	Corola Altis AC			
18	Tata Winger AC – 9 Seater			
19	Tata Winger Non-AC – 9 Seater			
20	Tata Winger AC – 13 Seater			
21	Tata Winger Non-AC – 13 Seater			

Signature

Name: _____

Seal of agency / Firm / Company

FINANCIAL BID- PART II (C)**Basic rates (excluding applicable taxes) in rupees for hiring following vehicles on monthly basis**

Sr.	Vehicle type	Fixed Hrs	Fixed Km	Monthly Fixed Rate	Charges for Extra Hrs	Charges for Extra km
1	Tata Indica AC	312 (12 X 26 Days)	2000			
2	Tata Indica Non-AC	312 (12 X 26 Days)	2000			
3	Tata Sumo AC	312 (12 X 26 Days)	2000			
4	Tata Sumo Non-AC	312 (12 X 26 Days)	2000			
5	Tata Indigo AC	312 (12 X 26 Days)	2000			
6	Tata Indigo Non-AC	312 (12 X 26 Days)	2000			
7	Tata Manza AC	312 (12 X 26 Days)	2000			
8	Tata Manza Non-AC	312 (12 X 26 Days)	2000			
9	Maruti Swift D'zire AC	312 (12 X 26 Days)	2000			
10	Maruti Swift D'zire – Non-AC	312 (12 X 26 Days)	2000			
11	Tavera AC	312 (12 X 26 Days)	2000			
12	Tavera Non-AC	312 (12 X 26 Days)	2000			
13	Innova AC	312 (12 X 26 Days)	2000			
14	Innova Non-AC	312 (12 X 26 Days)	2000			
15	Corola Altis AC	312 (12 X 26 Days)	2000			
16	Mahindra Xylo – AC	312 (12 X 26 Days)	2000			
17	Mahindra Xylo – Non-AC	312 (12 X 26 Days)	2000			
18	Tata Winger A/C – 13 Seater	312 (12 X 26 Days)	2000			
19	Tata Winger Non-AC – 13 Seater	312 (12 X 26 Days)	2000			
20	35 Seater Mini Bus – Non AC	312 (12 X 26 Days)	2000			
21	35 Seater Mini Bus – Non AC	360 (12 X 30 Days)	2000			

Signature

Name: _____

Seal of agency / Firm / Company