

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपती
**INDIAN INSTITUTE OF SCIENCE EDUCATION AND
RESEARCH TIRUPATI**

(Mentored by IISER Pune)

(An Autonomous Institute of the Ministry of HRD., Govt. of India)

TENDER DOCUMENT

FOR

TRANSPORT SERVICES

(Hiring of Passenger Vehicles)

**Sree Rama Engineering College Campus, Rami Reddy Nagar, Karakambadi
Road, Mangalam (B.O.), Tirupati – 517 507.**

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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

**TENDER NOTICE FOR TRANSPORT SERVICES
(Hiring of Passenger Vehicles)**

Advt. No. 04/2015 - IISER-T/Trans_Ser/ dated 22/07/2013

- 1) Sealed tenders are invited for transport services on contractual basis for hiring of passenger vehicles as per requirements of the Indian Institute of Science Education and Research Tirupati on monthly basis and on call basis.
- 2) The offers may be submitted in TWO-BID SYSTEM (A-Technical Bid and B-Financial Bid), by the reputed and experienced agencies / firms /companies capable of providing transport services **at IISER Tirupati** 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, Government funded Educational Institution.
- 3) Tender document fee of Rs. 1000/- (non-refundable) in the form of DD in favour of "Director, IISER Pune" to be submitted with the Technical Bid.
- 4) The tenderer will have to deposit earnest money of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft/Pay Order drawn in favour of "**Director, IISER Pune**" along with the technical bid of the tender document at the time of submission.
- 5) The Director, IISER Pune reserves the right to award contract for 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:

- Availability of tender document on Institute website: **July 22, 2015.**
- **Last date for submission of Tender is August 14, 2015 up to 03.00 p.m.** at IISER Pune, Administration Section, Main Building, Dr. Homi Bhabha Road, Pune : 411 008. Tender consisting of Technical Bid and Financial Bid shall be sealed separately and to be put in single sealed envelope.
- Bidders may send **queries on or before July 31, 2015** by email to santoshn@iiserpune.ac.in No queries shall be entertained received after July 31, 2015. Clarification to the queries shall be posted on Institute website by August 03, 2015.
- At the first stage, Technical Bids shall be opened in the presence of bidders, who may like to be present on **August 14, 2015 at 03.30 p.m. at IISER Pune, Administration Section, Main Building, Dr. Homi Bhabha Road, Pune : 411 008.**

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

ELIGIBILITY CRITERIA

- 1) The agency/firm/company should have minimum 1 year of experience as on 31/07/2015 in the field of providing passenger tourist vehicles on hire basis to any Public Sector Undertaking (PSU) / Govt. Organization / Educational Institution.
- 2) The agency/firm/company should have valid statutory sanctions / registrations / permits required to run the business.
- 3) The contracting agency/firm/company should have minimum annual turnover of Rs.4,00,000/- and above in each of last three financial years i.e. 2011-2012, 2012-2013 & 2013-2014 in providing passenger vehicles on hire basis.
- 4) The contracting agency/firm/company should have minimum 3 passenger vehicles registered as tourist vehicles in its own name having valid tourist permit. Copies of the registration certificates of minimum three passenger tourist vehicle's which are in the name of the agency/firm/company to be attached.
- 5) The agency/firm/company should be in a position to supply vehicles as listed in "Financial Bid" (PART II – A & B) and **must quote for all listed category of vehicles in PART II - A. Agency/firm/company who do not quote for all listed vehicles in PART II – A shall not be considered in the further selection process. "L-I" shall be decided based on the rates quoted in the "Financial Bid" PART II – A.**
- 6) 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.
- 7) 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.
- 8) Institute may seek confidential feedback from any/all clients at any stage before / after opening of technical/Commercial bid and may take decision based on client feedback.
- 9) 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.
- 10) The Technical Bid should accompany a DD / Pay Order of Rs. 20,000/- (Rupees Twenty Thousand Only) drawn on any nationalized Bank in the Name of "Director, IISER Pune" payable at Pune towards Earnest Money Deposit (EMD) and non-refundable tender document fee of Rs. 1,000/- (One Thousand Only) in the form of DD/Pay order of any nationalized bank in the Name of "Director, IISER Pune" payable at Pune to be enclosed along with Technical Bid. Tender received without EMD & Tender Fee or lesser amounts will be summarily rejected.
- 11) The EMD shall be forfeited by IISER Pune, if tenderer withdraw his tender after opening.
- 12) The tenders of the contracting agency/firm/company not fulfilling the above criterias are liable for rejection.

Date : _____

The Registrar

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

Subject : Tender for transport services for IISER Tirupati

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 Profile of Agency/Firm/Company*), *List of passenger vehicles and make*, *Tender Document Fee and Earnest Money*) in sealed envelope and *Part-II [Financial Bid – A & B]* 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

PROFILE OF AGENCY/FIRM/COMPANY

Sr. No.	Required information	Details
1	Name of the agency / firm / company	
2	Address of the Head Office of agency / firm / company	
3	Address of the agency / firm / company at Tirupati if available.	
4	Legal status - (individual, proprietary, partnership firm, limited company, corporation, etc.)	
5	Name, designation, and telephone nos. of the contact person. Fax No. E-mail id	
6	Month and Year of commencement business.	
7	Statutory details (Photocopies to be attached): a) Registration number of the firm. (Issued under shops and establishment act.). b) PAN c) Service Tax – Registration number. If agency/ firm/company has (Photocopies to be attached):: d) Registration number issued by Regional Provident Fund Commissioner. e) Registration number issued by Employees State Insurance Corporation.	
8	Existing total passenger vehicles owned in the name of agency / firm / company (attach registration certificates)	
9	Have you quoted for all category of vehicles listed in the Financial bid Part II – A ? Refer Sr. 5 of eligibility Criteria	YES / NO

10. 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, Type of vehicles hired.

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	Vehicle make and name	Monthly Basis / Call Basis

11. 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 certified by Chartered Accountant & Income Tax return filed)

Financial Years	2011-2012	2012-2013	2013-2014
Details of Gross Annual Turnover (Rs. in Lac)			

12. Details of :

a) Tender Fee :

DD/Pay Order No. _____ dated _____ for Rs. 1,000/- (Rupees One 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)

b) Earnest Money Deposit :

DD/Pay Order No. _____ dated _____ for Rs. 20,000/- (Rupees Twenty 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)

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

Please read 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 on the same terms and conditions or with some addition/ deletion/ modification for a maximum period of 3 years.
- 2) The contracting agency/firm/company shall provide 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 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.
- 5) The contracting agency/firm/company shall get suitable instructions from the Registrar / Designated Official of IISER 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, State / Central Government 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 site and will obtain requisite licenses, sanctions & permits which should be 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 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 site should be fully conversant with the routes of local areas 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 site only after police verification. All drivers deployed on IISER site will carry Identity Card issued by the contracting agency.
- 14) The contracting agency/firm/company and the IISER 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 Tirupati. 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 site.
- 16) Upon receiving necessary orders from the Designated Official of IISER, the successful agency / firm / company shall immediately replace any of its drivers who is found unacceptable to the IISER.
- 17) The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with IISER designated official 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 vehicle requirements.
- 18) All charges towards supply of vehicle, repair / servicing, fuel, insurance any other incidental expenses on operations & maintenance of the vehicles deployed on IISER site shall be borne by the successful agency / firm / company.

However, the salary admissible to the Drivers on vehicles deployed on a monthly basis shall be paid by IISER through its Manpower agency. Alternatively, if contractor has all statutory registrations like PF, ESIC etc. salary of the driver will be disbursed through contractor. As such, while quoting figures in the Financial Bid PART II - A for the vehicles on monthly basis, agency/firm/company should not consider financial burden of the salary since reimbursed / paid by the IISER.

However, while quoting figures in Financial Bid PART II – B salary of the driver to be considered as to be paid by the successful agency/firm/company.

- 19) The vehicles deployed on IISER site should be insured in all respect 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 successful agency / firm / company. IISER shall not be liable in any matter whatsoever.

- 20) **Hired vehicles will report at IISER at designated timings. Vehicles deployed on IISER site with the driver shall be at the disposal of IISER all the time 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) In case of delay in reporting the vehicle, a penalty of Rs.50/- per 15 minutes delay shall be imposed.
- 22) Vehicles supplied by the agency/firm/company will be regularly inspected by designated official of IISER and in case of non-compliance of any of the conditions, if brought to the notice of the designated official by the users, a penalty of Rs.500/- on each fault will be imposed.
- 23) The drivers of the vehicles deployed on IISER site will obtain the duty slips every day from designated official 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 officials may demand this log book at any time for inspection.
- 24) The drivers also shall be asked to carry files/ papers/letters to be handed over to the internal staff/distribution within local areas.
- 25) IISER 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 official will be recovered from the contracting agency / firm / company.
- 26) The contracting agency / firm / company shall ensure that vehicles and drivers of the vehicles provided on IISER 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 new driver about IISER requirements.
- 27) 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.
- 28) It shall be the responsibility of the contracting agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it at IISER site and IISER shall have no liabilities in this regard.
- 29) 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 site.
The Drivers deployed by the agency / firm / company at IISER shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IISER. Also, they will not be entitled for any kind of facilities from IISER.
- 30) 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.

- 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 site. IISER 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.
- 33) IISER 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 also reserves the right to get the drivers of the agency / firm / company working on IISER site medically examined.
- 35) The agency / firm / Company 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 site.
- 36) The agency / firm / company shall submit the bills as per the agreed rates immediately after completion of the calendar month to IISER in the Administration section along with duly signed duty slips, photocopy of the extract of the log book.
- 37) 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 bills and non-satisfactory services. No advance payment will be made. The payment will be made by local crossed cheque / bank transfer.
- 38) IISER shall not be responsible for payments for the services provided by agency / firm / company to the staff on their personal requests.
- 39) The agency / firm / company shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IISER to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 40) The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended form time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IISER to the agency.
- 41) In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISER is put to any loss / obligation, monetary or otherwise, IISER 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.
- 42) If required. IISER may make arrangements for parking space for vehicles deployed on monthly basis on its Site
- 43) The agency / firm / company 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

- 44) The successful tenderer will have to execute an agreement with IISER broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IISER on a non judicial stamp paper of appropriate value, the cost of which will be borne by the successful agency/firm/company.
- 45) The successful tenderer will have to deposit a performance security deposit equivalent to one month bill to be calculated based on the initial deployment of vehicle/s 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 30 days beyond the period of contract.
If contract is further extended beyond the initial period, the PBG shall be renewed for the extended period. If the monthly bill at any time increases by 25%, additional PGB shall be given by the successful tenderer.
- 46) The Director, IISER reserves the right to award contract for 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 in this regard shall be final and binding on all.

FINANCIAL BID

PART – II - A

**Basic rates (excluding applicable taxes) in rupees for hiring following vehicles on monthly basis.
(Salary of the Driver not to be considered while quoting figures as Institute will pay/reimburse)**

Sr.	Vehicle type	Fixed Km per month	Monthly Fixed Rate (Rs.)	Charges for Extra Km (Rs.)
1	Tata Vista-AC	2000		
2	Tata Sumo-AC	2000		
3	Tata Manza-AC	2000		

Note : “L-I” shall be decided based on the rates quoted above for vehicles required on monthly basis. Number / Type of vehicles to be deployed on Monthly basis shall be finalised based on the requirement of the Institute at the time of award of contract.

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.
(Salary of the Driver to be considered while quoting figures as to be paid by the agency/firm/company)

Sr.	Vehicle type	Fixed Charges for 8 Hrs & 80 Km (Rs.)	Charges for Extra Km (Rs.)	Charges for Extra Hr (Rs.)
1	Toyota Innova-AC			
2	32 Seater Mini Bus – Non AC			

Signature

Name: _____

Seal of Agency / Firm / Company