

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

Deoghat Jhalwa, Allahabad- 211011 (U.P.) India

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Ref No: IIITA/DR(E)/3706/2016
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Tender Notice for Hiring of light Motor Vehicles

(Two Bid system)

The Indian Institute of Information Technology Allahabad intends to hire good condition vehicles like Indica, Tavera, Innova and Indigo for IIIT-A, Jhalwa Campus. The tenders are invited from the competent and legally eligible suppliers who are capable to make the arrangement of vehicles. **Rate quoted for each and every category of vehicles be given separately inclusive of all taxes.** Tenders be submitted in the prescribe proforma with the cost of tender, earnest money etc.

- 1) **Place of Work** : IIIT-A, Jhalwa Campus
- 2) **Tender Processing Fee** : Rs. 1,000/- in favour of "IIIT-Allahabad"
- 3) **EMD** : Rs. 40,000/- in favour of "IIIT-Allahabad"
- 4) **Last Date of submission**
(Technical & Financial Bid) : 28.03.2016 (12:00 Noon)
- 5) **Tender opening date** : 28.03.2016 (4.30 P.M.)

The detailed specifications and terms & conditions are given in **Annexure I, II, III & IV**. The "Technical and Financial Bids" in two separate sealed envelopes addressed to the Deputy Registrar (E), IIIT-Allahabad upto **28/03/2016 at 12:00 Noon**. Tender duly sealed may also be dropped in the tender box placed in the office of the Deputy Registrar (E), IIIT-Allahabad. The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present, on **28/03/2016 at 04:30 P.M.**

The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. The representatives should bring the authorization letter from their authorized signatory for attending the process of tender opening. The tender document may be obtained on payment of ₹1000/- (One Thousand Only) as tender processing fee from the counter at IIIT-A, Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site www.iiita.ac.in and be submitted along with ₹1000/- of tender processing fee in form of DD.



(Dr. Seema Shah)
Deputy Registrar (E)

Annexure-I

Name of the Work: Tenders for Hiring good condition Moter Vehicles Indica, Tavera, Innova and Indigo for IIIT-A, Jhalwa Campus.

1. One complete set of blank form of tender can be obtained from the Institute on any working day. It can also be downloaded from the website of IIIT-A www.iiita.ac.in and be submitted along with Rs.1,000/- as cost of tender in the form of DD in favour of **"IIIT-Allahabad"**.
2. Tenders duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (E) or courier/speed post with complete details, terms & conditions etc. on or before **12:00 Noon, 28-03-16**. Tender should be addressed to **Deputy Registrar (E), IIIT-Allahabad**
3. The tender should be submitted along with a DD/FDR of nationalized bank of **Rs.40,000/-** as Earnest Money duly pledged **in favour of "IIIT-Allahabad" with 180 days/6 months validity**. Tender without proper earnest money shall not be considered. No Cheque shall be accepted. Earnest Money deposited earlier, if any, shall not be considered. The FDR should be drawn from the account of tendering firm otherwise the same shall be rejected. DD/FDR issued in personal name shall not be accepted.
4. Tender must be submitted in prescribed form and signed by the contractor on all the pages including enclosures. The rate should be clearly filled both in figures and words.
5. Over writings and erasures are not permissible. Any cancellation or cutting should be signed by the contractors.
6. The participant should give authorization letter to the representative for attending the activity of the tenders like opening of technical/Financial bid and technical discussion.
7. Conditional tenders are liable to rejection.
8. Unit rates as quoted in the bill of quantities should be carefully studied. Rates as given by the contractors shall remain unchanged and any modification will not be allowed when the tenders are opened.
9. Power is reserved with the Institute to reject any or all the tenders or to split up or to distribute work in any manner among two or more contractors without assigning any reason. The contractors will have no option to refuse such splitting up.
10. If the tenderer deliberately gives wrong information leading to the acceptance of his tender the Institute reserves the right to cancel the contract at any later stage without assigning any reason there for.
11. By submitting a tender for the work a tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work that the rates quoted by him in the tender will be adequate to complete such work according to requirements and conditions attached thereto and he has taken into account all conditions and difficulties that may be encountered.
12. Acceptance of the tender will be intimated to the successful tenderer through a letter of acceptance/work order. The contractor shall then be required to execute an agreement within the time specified in the letter of acceptance/work order. In the event of failure on the part of the contractor to sign the agreement within the specified time, the acceptance of his tender shall be considered as withdrawn. The cost of Non-judicial Stamp paper for the agreement is to be borne and paid by the Contractors only.
13. The tendered rates shall be valid upto 60 days from the date of opening tenders.

Deputy Registrar (E)

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Annexure-II

TECHNICAL BID

(On letter head of the Firm & in a separately sealed envelope)

PROFORMA FOR APPLICATION

1. Name of the firm (As registered):-.....

2. Address of the firm:-.....

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3. Phone Number: -

4. Proprietor's Name:-.....

5. Address of Proprietor:-.....

6. Proprietor's Phone No.:-.....

7. Details of the firm:-

(a). Date from which the firm is operating:-.....

(b). Turnover of the firm during: -

FY 2013-14(Rs.).....

FY 2014-15(Rs.).....

(Please attach documentary evidence)

i.e Income Tax return copy/ any other Document

(c) PAN No.:-.....

(d) TAN No.:-

(e) CST No/UPTT No.:-.....

(f) Service Tax Registration No.:-.....

(g) Details of Experience with documentary evidence:-

Sl. No.	Name of office/place where services rendered:	Contract, Phone no. & Addresses of such place where services were rendered	Period from and to of services rendered
1			
2			
3			
4			
5			
6			

Note: Please attach customer satisfaction certificate for the above works.

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Seal and signature of the Proprietor
Authorized Representative

Annexure-III

FINANCIAL BID

(To be given in a separately sealed envelope on letter head of the Firm)

Bill of Quantity and Tender Rate Form

Sl. No	Type of Vehicle	AC/Non AC rate	Per km rate for plying within Allahabad.		Per day rates for plying outside Allahabad			
					80km/8 hrs per day	2400 km. per month	On 200 kms. 8 hrs. day basis	Extra charge for per km. plying.
1	Indica	AC						
		Non AC						
2	Tavera	AC						
		Non AC						
3	Indigo	AC						
		Non AC						
4	Innova	AC						
		Non AC						

Note:

1. The above rates are inclusive of fuel, taxes, Driver charges, repairing involved during the hiring period.
2. All vehicles are to be less than 1 year of age.
3. Tender must be quoted in prescribed format and fill the all fields as above.
4. All vehicle's Drivers should be duly licensed as per motor vehicle Act. in force.
5. Toll taxes/check post fee etc. shall be payable in extra as per actual by the Institute on submission of original bill for the same, **but to be paid by Driver on site.**
6. Break down of services in any case shall be viewed very seriously otherwise suitable penalty shall be imposed.

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Seal and signature of the Contractor

Annexure-IV

CONDITIONS OF CONTRACT

1. The vehicle deputed to the Institute shall be of good condition and having all the legal registration and compliances as per Motor vehicle Act in force.
2. The bidder should be sole proprietors or registered firm/company or registered travel agency or registered tour operator.
3. The vehicle should be registered as commercial vehicle with RTO.
4. The bidder should have at least one year experience certificate of satisfactory performance in similar services preferably with Central Govt./State Govt./Public sector.
5. The bidder shall be registered for service Tax & Income Tax .
6. Annual Turnover of the firm should be 50 Lakh for the last three years separately.
7. All the Drivers should have a valid driving license as per motor vehicle Act in force with sufficient experience of driving vehicles.
8. All the rates inclusive of fuel, taxes, Driver charges repairing involved during the hiring period.
9. All vehicles are to be less than 1 year of age.
10. Toll taxes/check post fee etc. shall be payable in extra as per actual, but to be paid by Driver on site.
11. In the event of any accident or damages while vehicle is on IIIT-A duty, IIIT-A shall be completely free from any liability of the nature connected with the accident/damages. The contractor himself will be fully and exclusively responsible for any damage of vehicle(s) or any injury to driver or any other person in employment of contractor including any third party claims. However, if damage or loss is incurred by IIIT-A and/or its employees, as a result of any accident or any other reason involving failure of vehicle(s)/driver, sustain any damage, contractor shall be reimbursed on demand and without any demur the compensation/damages.
12. All the Drivers should be clean, proper dressed, well mannered, soft spoken, and have a good behavior with guests of the Institute.
13. The performance will be assessed by the In-charge of the Vehicles from the Institute side and his/her observation shall be final. Any complaint shall be viewed very seriously and suitable penalty may be imposed at the discretion of the Director IIIT-Allahabad as per clauses of the contract, the decision of whom shall be final.
14. The vehicle shall also be deputed out-side the periphery of Allahabad and the drivers /staff deputed should have sufficient infrastructure like money, clothing/ fuel etc. to execute the requirement of the Institute.
15. All the Drivers shall be provided mobile by the supplier along with their number, drivers Name, Vehicle number to which attached be made available well in advance to the In-charges of the vehicles from Institute side.

- 16. The quantity of the vehicles may increase/ decrease as per requirement which the supplier should be competent to manage.
- 17. It will be the responsibility of the Driver to keep vehicles clean and in fit condition at the cost of the supplier.
- 18. The Institute reserves the right to cancel the tender without assigning any reason and also have the right to divide the work into several contractors in the interest of work.
- 19. (i) The contractor shall submit all bills on the printed form and at the rates specified in the tender or in the case of an extra work, if any rates as agreed upon mutually.
(ii) Payment shall be made within 15 days on completion of the work after due verification of bills by the work In-Charge /authorized officer of the Institute as per tendered rates.
(iii) Advance payment shall be made on request of the tenderer/contractor in the interest of work; if however, the Director-IIIT-A is satisfied that advance is essential with sufficient proof for completion of the work.
- 20. The criteria for awarding the tender shall be the credentials submitted along with the tender documents. Merely lowest rate quoted does not entitle as a claim for getting the work.
- 21. The contractor shall be responsible for:
 - (i.) All injury, losses due to any accident to persons through the person vehicle deputed by him on duty.
 - (ii) All the disputes shall be subject to Allahabad Jurisdiction. The Director IIIT-A as arbitrator has the full rights to settle all the disputes and that shall be binding on both the parties.

“It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with them. I have gone through all the conditions and understood the same.”

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**Seal and signature of the Proprietor/
Authorized Representative**



RELATIONSHIP CERTIFICATE

This is to certify that none of my relatives is an employee of Indian Institute of Information Technology, Allahabad.

Signature of Contractor

**Authorized Signatory
of IIIT-Allahabad**