

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

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

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Ref No: IIITA/DR(E)/3452/2016

Date: 11/02/2016

Tender Notice for Hiring of a Bus

(Two Bid system)

The Indian Institute of Information Technology Allahabad intends to hire good conditioned 45-52 seater Bus for IIIT-A, Amethi Campus. The tenders are invited from the competent and legally eligible suppliers who are capable to make the arrangement of vehicles.

Rates quoted shall be inclusive of all taxes. Tenders be submitted in the prescribed proforma with the cost of tender, earnest money etc.

- 1) **Place of Work** : **IIIT-A, Jhalwa Campus**
- 2) **Tender Processing Fee** : **Rs. 1,000.00 in favour of "IIIT-Allahabad"**
- 3) **EMD** : **Rs. 2,000.00 in favour of "IIIT-Allahabad"**
- 4) **Last Date of submission**
(Technical & Financial Bid) : **24.2.2016 (12:00 Noon)**
- 5) **Tender opening date** : **24.2.2016 (4.30 P.M.)**

The details of terms and conditions are available on the website of IIIT-A, www.iiita.ac.in which can be downloaded and tender documents may be submitted in prescribed format along with full details to the undersigned. The same is also available at the security counter of IIIT-A, **Jhalwa Campus** between **9:00 A.M. to 6:00 P.M. from 12.02.16 to 23.02.16 (upto 03:00 P.M. only.)**



(Dr. Seema Shah)
Deputy Registrar (E)

Name of the Work: Tenders for Hiring good conditioned 45 – 52 seater Bus for IIIT-A Amethi Campus, initially for a period of five months w.e.f. 01/03/16, which may be extended on mutually agreed conditions, if required further.

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/- 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, 24-02-2016**. Tenders received after **12:00 Noon, 24-02-2016** will not be considered. Tender should be addressed to **Deputy Registrar (E), IIIT-Allahabad**
3. The tender should be submitted along with a DD/FDR/Bank Guarantee of nationalized bank of **Rs.2,000/-** as Earnest Money duly pledged **in favour of "IIIT-Allahabad" with 30 days /One month 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.
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.
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 and to have quoted labour rate.
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 Stamp Fee for the agreement is to be borne and paid by the Contractors.
13. The tendered rates shall be valid upto 30 days from the date of opening tenders.

Deputy Registrar (E)

AmX

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			

[Handwritten signature]

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

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 at Amethi and in between Tikarmafi , Amethi and Sultanpur		Extra charge for per km. plying
			228 Kms per week	912 km. per month	
1	Bus 45 – 52 seater with Driver etc.	NON AC			

Note:

1. The above rates are inclusive of fuel, oil, lubricants, taxes, Driver charges, repairing involved during the hiring period.
2. Age of Bus – Not more than 10 yrs old. Preference shall be given to vehicles, having lesser age.
3. Tender must be quoted in prescribed format and fill the all fields as above.
4. Bus Driver should be well mannered and 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. In case of any unforeseen Break down an immediate replacement shall be made or else the lapse shall be viewed seriously and penalty of two thousand rupees shall be imposed on first lapse. On second lapse occurrence, a fine of Rupees Five thousand shall deductible from the monthly bill.
7. The Bus has got the valid Fitness Certificate as well as Pollution Control Certificate from appropriate authority. In case of its expiring during the hiring period, the same shall be got renewed timely at the expense of the Contractor.
8. The bus is duly insured for..... Passengers for the period 01/3/16 to 31/08/2016, vide Insurance Certificate No..... of
.... (Name of Insurance Company, together with its address and local contact).
9. Upon acceptance of the bid, the Contractor shall be ready to sign an agreement with the Institute, for which he shall provide with an NJS paper of Rs. 100/-

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Seal and signature of the Contractor

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, for Institutions of Higher Education.
2. All the Drivers should have a valid driving license as per motor vehicle Act in force with sufficient experience of driving vehicles.
3. All the rates inclusive of fuel, oil, lubricants, taxes, Driver charges repairing involved during the hiring period.
4. All vehicles to be less than 10 years of age.
5. Toll taxes/check post fee etc. shall be payable in extra as per actual, but to be paid by Driver on site.
6. In the event of any accident or damages while vehicle is on IIIT-A duty, IIIT-A shall be completely encumbrance free from any liability of the nature of 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.
7. All the Drivers should be clean, proper dressed, well mannered, soft spoken, and have a good behavior with students / guests of the Institute.
8. 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.
9. The vehicle shall also be deputed out-side the periphery of Amethi and the drivers /staff deputed should have sufficient infrastructure like money, clothing/ fuel etc. to execute the requirement of the Institute.
10. Driver shall be possessed with a mobile by the contractor along with their number, driver Name, Vehicle number to which attached be made available well in advance to the in charges of the vehicles from Institute side.
11. It will be the responsibility of the Driver to keep vehicle clean and in fit condition at the cost of the supplier.
12. The person or persons whose tender is accepted (hereinafter called the contractor) shall, within one week after his or their tender has been accepted, deposit earnest money where any security so deposited is not payable to bearer, the contractor shall endorse of transfer it to the said Government in such a manner that the sum represented by it can be realized without the consent or assistance of the contractor. The contractor shall permit Government at the time of making any payment to him for work done under the contract to deduct 10%(ten percent) of all money so payable on account of security deposit until such deduction along with the sum already deposited as earnest money to be adjusted in the last deduction, bill amount.
13. 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.
14. (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 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.
15. 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.
16. 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.”

**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**