



Indian Institute of Information Technology, Design and Manufacturing, Kurnool

Tender Notice No. IIITKL/2019-2020/ADMN/CAR HIRE/01

Date: 18 April 2019

Indian Institute of Information Technology, Design and Manufacturing, Kurnool is one amongst the newly formed IIITs which is fully funded by the MHRD, Government of India. The Institute is looking for hiring of vehicle (including fuel, drivers, taxes and insurances *etc.*) on monthly hire basis for use in Kurnool and for out station travel as per the table given below:

NOTICE INVITING TENDER FOR HIRING OF VEHICLE

Established vendors with proven track record and experience in the supply of concerned Vehicle are invited to submit their most competitive bids on or before **09-05-2019 at 11.00 AM**. The bids are to be sent in a sealed envelope super scribing the **Reference No. & Name of the item clearly on the envelope** addressed to

**TENDER BOX,
C/O DIRECTOR,**

**Indian Institute of Information Technology, Design and Manufacturing
Kurnool-518007**

Important Dates:

1.	Pre-Bid Meeting	on 02-05-2019 at 11.30 am
2.	Tender Opening	on 09-05-2019 at 11.30 am
3.	Price Bids opening	on 13-05-2019 at 03.00 pm

The bids will be opened in the presence of the bidders or their authorized representatives who choose to attend as per the terms and conditions mentioned below. No bid will be accepted after the due date and time.

Interested eligible bidders may download the set of bidding documents *i.e.*, specifications, Terms & Conditions and format for Technical and Financial Bid *etc.*, from our website www.iiitdmkl.ac.in. Alternatively, these documents can be obtained from the office of the Purchase Department , IIITDM Kurnool – 518007(A.P) on a written request addressed to the Purchase Officer, Indian Institute of Information Technology, Design and Manufacturing

kurnool-518007 (A.P) on payment (non-refundable) **towards cost of the tender application fee of Rs. 500/-** (inclusive of all). The payment towards the cost of the tender documents shall be made in the form of Demand Draft (DD) obtained from any **Nationalized Bank** in favor of **“Registrar, IITDM KURNOOL, – 518007”** Payable at **KURNOOL..** The Offer without Tender Fee/cost of the documents will be rejected summarily.

Earnest Money Deposit (EMD): EMD of Rs. 36, 000/- is must and should be submitted in a separate envelope along with the tender/bid. The EMD is to be furnished only in the form of DD obtained from any **Nationalized Bank in favour of “Registrar, IITDM KURNOOL, – 518007”**, Payable at KURNOOL. EMD in any other form will not be accepted as valid EMD. For details refer corresponding specification sheet. No interest will be paid on the EMD. The EMD will be forfeited, if the supplier withdraws his tender during the validity period of the bid. Offer without EMD and tender fee will be rejected summarily.

Tender are invited from government registered/authorized travel firms for hiring of vehicles on monthly basis as per requirements mentioned below:

Sl. No.	Purpose	Vehicle Model/ Components	Vehicle Type	Usage	Average Mileage / month	Mileage / Year
1)	Car - 1No	Fortuner	Diesel Engine Vehicle	Local /Out Station	4000 kms.	48000 Kms

Note:

1. Payment of Hire charges will be made once in a month in the form of Cheque or through RTGS after verification of Trip sheet duly signed by the institute Official, after deducting income tax etc. as per rule, subjected to a mileage of 4000 kms per month. Yearly mileage will be 48000kms and monthly average mileage is 4000kms.

- 17) In case of accident the supplier shall have to get it repaired as early as possible. In that case supplier must be in a position to arrange alternate vehicle in good condition.
- 18) Any conditions that have not mentioned, and the queries pertaining to the contract should be got clarified from the Institute authorities before submitting the tender.
- 19) Any disputes that arise upon the requirement / agreement shall have to be settled within the Jurisdiction of city only.
- 20) The successful bidder shall have to enter into the agreement with the institute.

SPECIAL CONDITIONS OF CONTRACT (SCC):

- 1) The firm should be registered with an appropriate government agency.
- 2) The Agency should have **amimum of 3 years of experience** in hiring of vehicles on monthly hire to **at least 2 different organizations** out of which **at least one must be a government organization / PSU**. Documentary proof with regard to such experience should form part of technical bid (copies of contracts/ experience certificates should be enclosed).
- 3) Car must be AC vehicle only with ABS having at least two airbags.
- 4) The vehicle should not be more than three year old and to be maintained neat and clean on daily basis.
- 5) The car should be "T" boarded and the vehicle should be in proper running conditions and well furnished.
- 6) Drivers - Should have a valid driving license (LMV with badge number) with good experience and preferably below 40 years of age.
- 7) **The Car working hours – 9.00 am to 9.00 pm** on all days. In case of out station duty, the timings may be extended. However, the **Car must be available to the Institute all the 24 hours**.
- 8) In case of any break down, suitable vehicle in good condition shall be made available to the institute, failing which vehicle will be hired from the Open Market and actual payment made will be recovered from the dues payable to the contractor in addition to non-payment of hiring charges for the journey.
- 9) The vehicle shall have a log book to record the mileage, duly certified by a Institute at the end of each day. The vehicle shall be driven as per the direction of Officer travelling or other institute Official as per requirement.

10) Price Escalation/Reduction policy:

Base Price for determining the price escalation/reduction during the contract period:

The diesel price of Indian Oil Corporation Ltd., at Kurnool on 1st May 2019 will be taken as the Base Price. This base price will remain constant for the entire contract/extended period.

The Institute will revise the rates if there is increase/decrease in fuel prices in case of the price increase/decrease by 10% from the date of closing of tender

11) Additional payment for Extra Kilometers:

The monthly rental charges shall be payable in full, even if the distance travelled in that month is less than the Indicative mileage per month.

- 12) Vehicle Holsters: Neat and Tidy covers (Made of Turkey Towel material) shall be provided, which needs to be changed daily.
- 13) The firm shall be responsible for all statutory related tax payments and fines, if any except, parking and toll gate charges.
- 14) The firm shall be responsible for all the obligations under the Motor Vehicles Act, 1954 and responsible for the amended act from time to time.
- 15) The performance of the Agency shall be reviewed quarterly and the contract is liable for termination in the event of non-satisfactory performance.
- 16) Self-attested Copies of Registration as Travel agency and Satisfactory Performance certificate from previous clients shall be attached with the Technical bid.
- 17) In the event of local problems arising while discharging the functions in IIITDM KURNOOL AP, the contractor will deal with them appropriately and he will not bring IIITDM KURNOOL AP on the scene for such matters.
- 18) The contractor and his staff should not be employees of IIITDM KURNOOL AP, central or state government. He should submit a declaration to this effect.

- 19) The contractor and his staff will make their own residential arrangement outside the premises of the institute. If it is observed at any stage that the quality of the work is not satisfactory, the contract order as a whole may be terminated and security deposit forfeited. The contractor will have no claims what so ever on the IIITDM KURNOOL AP. The contractor will also have to serve a notice of three months, if he/she wishes to terminate the contract, otherwise the security deposit will be forfeited.
- 20) The Contractor needs to submit driver's health certificate/fitness certificate. Contactor needs To do the background check of the driver
- 21) Driver conduct and behavior need to be good and institute can advise supplier to the change driver at any point of time. The supplier should follow the institution advice
- 22) The contract shall provide the replacement of staff, in case of absenteeism, casual/sick leave *etc.* so as to ensure full staff at all time. In case of absence by any particular driver the contractor shall make alternate arrangement immediately failing which a penalty *i.e.*, wages at double the rates would be deducted per day per person.

Sd/-

**कुलसचिव / Registrar
IIITD&M KURNOOL**

PART- I
TECHNICAL BID (Envelope – A))
PROFILE OF THE FIRM FOR HIRING VEHICLE

Self-attested
 Photograph
 of the bidder

1. Tender processing fee **Rs. 500/-** DD No. Issuing Bank/Branch
 Date (Non-Refundable)
2. EMD **Rs. 36,000/-** DD No Issuing Bank.....Date of issue
 Valid Upto:(Refundable)

i.	Name & Address of the Agency	
	a. Mobile no.	
	b. Telephone no.	
	c. E-mail	
ii.	Name and Designation of Authority having Administrative & Financial Powers along with his/her Mobile no.	
iii.	Experience of the agency for last 3 years in Hiring Vehicles. Particulars may be provided in the table given bellow.	
iv.	Copy of Registration Certificate issued by the appropriate authority	
v	Copy of Service tax Registration for providing cab services.	
vi.	Copy of Income Tax PAN number	

Name of the Client	Contact person & Mobile no.	From	To	Duration in years/months	Number and type of vehicles

vii.	Any other information which The Agency may like to provide	
------	--	--

Documents having Corrections and Alterations shall not be accepted.

All the information furnished above should be supported by documentary evidence.

I / we accept all the terms and conditions of the tender notice.

Place:

Date:

Signature of the Tenderer with Seal

PART – II FINANCIAL BID (Envelope – (b))

PROFORMA OF FINANCIAL BID FOR SUPPLY OF VEHICLES ON MONTHLY RENT

- A. The price quoted should be inclusive of all expenses such as fuel, oils, taxes, insurance, drivers salary, drivers duty allowance, out station allowance, repairs, maintenance, accident charges, fitness certificate charges, pollution testing charges, police charges, legal charges, route permit fee, service tax and any other expenditure required for the vehicle.
- B. PARKING CHARGES AND TOLL GATE charges shall be paid extra by the Institute at actuals.

S. No.	Purpose	Components	Vehicle Type and Make and Year of Manufacturing	Rent Per Month (In Rs.)
1.	Fortuner car	Sedan Vehicle		
Taxes if any				
Total Price				

Name and signature of Tenderer with seal

Date:

Place:

Cover page of the Bidding document to be submitted by the eligible bidder

Bidding document for Hiring of Vehicle

Tender Notice No. _____ Dated _____

Name and Address of the Firm: _____

Round Seal of the Firm

Name of the authorized Signatory _____

Designation: _____

Sig. Of the Authorized Person



(Contents of the bidding documents)

S. No.	Description	Page No.
(01)	(02)	(03)
01	Profile of the Travel Agency	3 (1/) to 3 (/)
02	Proof of Authorization to sign the Bidding Documents both Technical & Financial	04
03	Original copy of the Satisfactory Performance Certificate issued by the Previous Organizations	5 (1/) to 5 (/)
04	Tender document issued by the IIITDM KURNOOL AP, duly signed and stamped on each page	6 (1/) to 6 (/)
05	Copy of Registration Certificate of the firm	7
06	Copy of Income Tax Pan Number	8
07	Copy of Service Tax Registration Number	9
	Blank paper	Last Sheet

Proforma for DD towards EMD

Whereas..... (Name of the Bidder) (Here in after called “the Bidder”) has submitted its bid dated..... (date of submission of bid) for the supply of.....(name and/or description of the goods) (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE..... (name of the bank), having our registered office at(address of bank) (hereinafter called “the Bank”) are bound unto.....(name of the purchaser) (hereinafter called “the Purchaser”) in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presets. Sealed with the Common Seal of the said Bank this ____day of _____20____.

THE CONDITIONS of this obligations are:

1. If the Bidder
 - (a) withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form;
or
 - (b) does not accept the correction of errors in accordance with the bidding documents;
or
2. If the Bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required
or
 - (b) fails or refuses to furnish the performance security, in accordance with the bidding documents

we undertake to pay the Purchaser up to the above amount upon receipt of its written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as mentioned in the bidding document, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)

PLEASE PASTE THIS SLIP ON YOUR ENVELOPE

Tender No. & Date : _____

Name of the Item(s): _____

(as mentioned in the Tender)

Due Date: _____

To,

TENDER BOX

C/o. The Director

Indian Institute of Information Technology, Design and Manufacturing,

kurnool- 518007, Andhra pradesh

From: _____
