



भारतीय प्रौद्योगिकी संस्थान मुंबई
**INDIAN INSTITUTE OF
TECHNOLOGY BOMBAY**

Powai, Mumbai – 400 076

Website: www.iitb.ac.in

TENDER DOCUMENT FOR
TRANSPORT SERVICES
(Hiring of Passenger/Tourist Vehicles)

Last Date & Time of Submission:	30 th December 2020 till 12.00 hrs hrs.
Date & Time of Opening Bid:	30 th December 2020 @ 15.00 hrs (Tenderer / representative duly authorised by the tenderer in writing is welcome to witness the tender opening)
Pre Bid Meeting	18 th December 2020 @15.00 hrs

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INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI-400 076

TENDER NOTICE FOR TRANSPORT SERVICES
(Hiring of Passenger/Tourist Vehicles)

Advt. No. - G-2/20-21

IIT Bombay invites sealed tenders for hiring passenger/tourist vehicles on “**as and when required**” Contract basis for a period of 1 year extendable for further period subject to satisfactory performance.

Detailed tender document along with other details can be either downloaded from Institute website www.iitb.ac.in/tenders or collected in person from the office of Assistant Registrar (HRM-1), Main Bldg., Third Floor, IIT Bombay, Powai, Mumbai 400 076. Duly filled tenders should reach the Assistant Registrar (HRM-1), IIT Bombay, Main Bldg., Third Floor, Powai, Mumbai - 400 076 on or before **30th December 2020** upto 12:00 noon. The sealed cover must be superscribed with “Advt. No G-2/20-21 : Tender for Transport Services”.

Date : 9th December 2020

REGISTRAR

ELIGIBILITY CRITERIA

- 1) The contracting agency/firm/company should be based at Mumbai or having its office in Mumbai.
- 2) Bid should accompany **Demand Drafts** drawn on any Nationalized Bank in the name of “The Registrar, IIT Bombay” or through **RTGS** (Bank Name : State Bank of India, Branch Name with Address : IIT Powai Branch, IIT Main Gate, Adishankaracharya Marg, Powai, Mumbai – 400 076, Bank A/c Name: IIT Main Account, A/c No.: 00000010725729128 & IFS Code : SBIN0001109, MICR Code : 400002034) as per following:
 - i. Rs. 25,000/- (Rupees twenty five thousand only) as EMD.
 - ii. Rs. 1000/- (Rupees One thousand only) non-refundable as tender document fee.
- 3) Overwriting/correction in any part of the tender shall not be considered unless duly countersigned by the bidder, otherwise the tender is liable to be rejected.
- 4) **No interest shall be payable by the IIT Bombay to BIDDER on Earnest Money Deposit (EMD).**
- 5) The contracting agency/firm/company should have the minimum experience of 3 years as on 30-09-2020 in the field of providing passenger/tourist vehicles on hire basis to Govt. Organization, educational institution, Public Sector Undertaking (PSU), or any other reputed private organization, etc. The tenders of the contracting agency/firm/company with inadequate/irrelevant experience as mentioned above are liable for rejection. Necessary proof to establish the same needs to be enclosed with tender.
- 6) The contracting agency/firm/company should have valid statutory licenses/ sanctions / registrations / permits required to run the business, else the tender is liable for rejection. Necessary proof to establish the same needs to be enclosed with tender.
- 7) The contracting agency/firm/company should have minimum annual turnover of **Rs. 10 lakhs** and above in each of last three financial years i.e. **2017-2018, 2018-2019 & 2019-2020** in providing passenger/tourist vehicles on hire basis. Necessary proof to establish the same needs to be enclosed with tender.
- 8) The contracting agency/firm/company should have **minimum 5 passenger vehicles** registered as passenger/tourist vehicles on its own name having valid **T permit** (Copies of the registration certificates to be attached).
- 9) The rates quoted in the Bid shall be valid for at least **6 months** from the date of opening of the tender. Tender valid for a shorter period shall be liable for rejection.
- 10) Each page of the tender document shall be stamped and signed by the authorized signatory of the firm.
- 11) EMD of unsuccessful bidders will be returned within 30 days after the award of contract.

Date: _____

The Registrar,
Indian Institute of Technology Bombay,
Powai,
Mumbai-400 076

Subject: Tender for Hiring Passenger/Tourist Vehicles.

Reference. : Advertisement No. _____.

Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and list of passenger vehicles & make necessary proof to establish the same as prescribed in eligibility creteria.

Necessary proof of payment towards tender document fee and EMD are also enclosed.

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

Yours faithfully,

Signature

**Name & seal of Contracting
agency/firm/company**

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

HR-1, HRM-1

AGENCY/FIRM/ COMPANY PROFILE

Tender Document Fee (non-refundable)	Demand Draft No. _____ dated _____ for Rs. 1000/- (Rupees One thousand only) drawn on (name of the Bank) _____ in favour of “The Registrar, IIT Bombay” payable at Mumbai. <p align="center">OR</p> For RTGS Payment: UTR No. _____ dated _____ for Rs. 1000/- (Rupees One thousand only)
Earnest Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs.25,000/- (Rupees Twenty five thousand only) drawn on (name of the Bank) _____ in favour of “The Registrar, IIT Bombay” payable at Mumbai. <p align="center">OR</p> For RTGS Payment: UTR No. _____ dated _____ for Rs. 25000/- (Rupees Twenty five thousand only)

AGENCY/FIRM/COMPANY PROFILE		
Sr. No.	Required information	Description
1	Name of the agency / firm / Company etc.	
2	Address of the agency / firm /company	
3	Legal Status (Proprietor, Partnership firm, limited company, corporation, etc. Attach proof)	
4	Name, designation, telephone nos. of the contact person Fax No. E-mail id	
5	Month and Year of commencement of passenger/ tourist vehicle hiring business	
6	Statutory details (Photocopies to be attached) : 1. Registration number of the firm. (As per shops and establishment act.). 2. PAN No. 3. Service Tax- Registration number.	

7	Existing total passenger/tourist vehicles owned in the name of agency / firm / company {Minimum 5} (Attach Registration Certificate)	
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8) Registration details:				
Small Car	Medium Car	Premium Car	MUV-I	MUV-II

9. List of present and past clients in the following format **(Please use separate sheet if required without changing the format)**. Please attach client certificate / work orders, etc. clearly giving period of contract.

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

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

Financial Years	2017-18	2018-19	2019-20
Details of Annual Turnover (Rs. In Lacs)			

QUOTE
(For Small Car)

1. Name of the agency / firm / Company : _____

2. Address of the agency / firm / Company : _____

3. Tel. No. : _____ 4. Email id : _____

4. Details of Vehicle (AC) Category:

<u>Small Cars</u> Below 1200 CC
Indica/WagonR/ EECO etc.

5. Rates exclusive of GST for the below specified transport requirements:

	Flat/ Fixed Rates for Small cars (AC)
<u>Pick-up from</u> Domestic Airport to IIT Bombay	
<u>Drop from</u> IIT Bombay to Domestic Airport	

	Flat/ Fixed Rates for Small cars (AC)
<u>Pick-up from</u> International Airport to IIT Bombay	
<u>Drop from</u> IIT Bombay to International Airport	

Vehicle Category	Rate for 8 hrs. / 80 kms	Rate for 4 hrs. / 40 kms	Rate Per Extra Km	Rate Per Extra Hour	Outstation Rate per km (min 250 kms)	Driver's allowance (only for Outstation Duties)
Small Cars - AC						

QUOTE

(For Medium, Premium, MUV-I & MUV-II)

5. Name of the agency / firm / Company : _____

6. Address of the agency / firm / Company : _____

7. Tel. No. : _____ 4. Email id : _____

8. Details of Vehicle (AC) Category:

Medium Cars Above 1200 & below 1500 CC	Premium Cars Above 1500 & below 1700 CC	MUV-I	MUV-II
Indigo/Dzire/Accent/ Logan/Etios etc.	Honday City/Verna/ Maruti SX4/Vento etc.	Scorpio/ Tavera	Innova

6. Rates exclusive of GST for all type of vehicle category for the below specified transport requirements:

	Flat/ Fixed Rates for			
	Medium cars(AC)	Premium cars (AC)	MUV-I (AC)	MUV-II (AC)
Pick-up from Domestic Airport to IIT Bombay				
Drop from IIT Bombay to Domestic Airport				

	Flat/ Fixed Rates for			
	Medium cars(AC)	Premium cars (AC)	MUV-I (AC)	MUV-II (AC)
Pick-up from International Airport to IIT Bombay				
Drop from IIT Bombay to International Airport				

Vehicle Category	Rate for 8 hrs. / 80 kms	Rate for 4 hrs. / 40 kms	Rate Per Extra Km	Rate Per Extra Hour	Outstation Rate per km (min 250 kms)	Driver's allowance (only for Outstation Duties)
Medium Cars - AC						
Premium Cars -AC						
MUV-I - AC						
MUV-II - AC						

TERMS AND CONDITIONS OF THE TENDER

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 IIT Bombay on the same terms and conditions.
2. The EMD will be forfeited in the following conditions:
 - i. if a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - ii. If case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
 - iii. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish performance bank guarantee in accordance with the terms and conditions of the contract.
3. The EMD will be returned to the unsuccessful bidders within 30 days after the award of the contract without any interest.
4. Rates may be reviewed in case of change in Government Levies and fuel price and revision, if any will be proportional to such revision in rates, as determined by IIT Bombay. During the contract period one year, no increase in rate will be permissible.
5. Time and Km will be calculated from actual reporting point to the desired destination for 4 hrs. / 40 kms & 8 hrs. / 80 kms.
6. Team of IIT Bombay may visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.
7. IIT Bombay may enter into a parallel rate contract with more than one contracting agency/firm/company for providing hired vehicles.
8. The contracting agency/firm/company shall provide the services continuously as per the contract terms. In case of discontinuation of services during the tenure of contract or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the agency shall be liable for necessary legal action and performance security deposit will be forfeited.
9. The Institute reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
10. 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.
11. The contracting agency/firm/company shall get suitable instructions from the Registrar / designated Official of IIT Bombay 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.
12. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Maharashtra / India particularly applicable to the business.
 13. 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.
 14. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/equivalent type of vehicle. On failure to do so, no payment will be made, for such trip.
 15. In case a vehicle is requisitioned and the same does not reach at the designated time and place, IIT Bombay 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. In this case penalty of Rs 1000/- shall be imposed.
 16. The drivers of the vehicles deployed at IIT Bombay should be fully conversant with the routes of Mumbai City and the suburbs and should possess valid driving license 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.
 17. The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with IIT Bombay 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 IIT Bombay vehicle requirements.
 18. In case of delay in reporting the vehicle, a penalty of Rs.100/- per 15 minutes delay shall be imposed.
 19. Vehicles supplied by the firm/agency will be randomly inspected by Officers of IIT Bombay and in case of non-compliance of any of the conditions, if brought to the notice by Inspecting Officers /Users, a penalty of Rs.500/- on each fault will be imposed.
 20. The drivers of the vehicle shall obtain signature of the user's on the duty slip immediately after every duty is performed.
 21. The IIT Bombay 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 IIT Bombay official will be recovered from the contracting agency/firm/company.
 22. 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.

23. Default in providing the appropriate/requisitioned vehicle, may lead to removal of the contracting agency / firm / company.
24. 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 and IIT Bombay shall have no liabilities in this regard.
25. IIT Bombay shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers engaged by agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.
26. The drivers assigned by the successful agency / firm / company for executing transport requests from IIT Bombay shall be medically fit.
27. Designated Officer of Administration Section will place indent for vehicles. The agency / firm / company shall submit the bills to the Administration Section as per the agreed rates on fortnight basis along with duly signed duty slips for payment. No interest will be payable on the non-payment due to delayed submission of bill and non-satisfactory services. No advance payment will be made.
28. Besides above, faculty / staff / student of IIT Bombay may hire the vehicle directly from the contracting agency/firm/company for official or personal visits to various places. The bill(s) should be settled by agency / firm / company directly with the the concerned faculty / staff / student. Administration, IIT Bombay shall not be responsible for payments for the services provided by agency / firm / company directly to the above category on their requests.
29. Toll charges, parking charges, etc. may be reimbursed at actuals (Original receipts must be enclosed). The Institute reserves the right to verify the authenticity of claims pertaining to parking slips and if the same is not found genuine, no payment shall be made / if already made, the same will be recovered.
30. The successful agency / firm / company shall display IIT Bombay placard to receive IIT Bombay staff / guests / user/ traveller/ officials from the Airport / Railway Station.
31. The agency / firm / company shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IIT Bombay to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
32. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIT Bombay is put to any loss / obligation, monetary or otherwise, IIT Bombay 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.
33. In the event of any agency / firm / company awarded with part of this contract by virtue of being L1 for that particular part later refuses / expresses their unwillingness to engage in to contract / continue with the awarded contract, IIT Bombay reserves the right to entrust the said part of contract at the same rate to the agency / firm / company which has quoted L1 for majority of category

34. The price shall be exclusive of taxes.
35. The successful agency / firm / company will have to make an agreement with IIT Bombay broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IIT Bombay 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.
36. The successful agency / firm / company will have to deposit a **performance security deposit** of **Rs. 1,00,000/-** (Rupees One lakh only) in the form of Performance Bank Guarantee (PBG) of any nationalized Bank in favour of Registrar, IIT Bombay. 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.
37. IIT Bombay reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
38. The decision of the Institute in regard to interpretation of the terms and conditions shall be final and binding on the agency.
