

# **TENDER**

## **FOR**

### **TRANSPORTATION SERVICE**

**Tender No. - IITMandi/Transportation/2015-16/151/2163-64**

**Tender Issue Date: 25 June, 2015**

**Deadline for Tender submission** : **17 July 2015 on or before 15:00Hrs**

**Tender Opening Date & Time** : **20 July 2015 at 10:00 Hrs**  
(Technical Bid)

**Tender Opening Date & Time** : **21 July 2015 at 10:00 Hrs**  
(Financial Bid)



**Indian Institute of Technology, Mandi**

Website: [www.iitmandi.ac.in](http://www.iitmandi.ac.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

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## **NOTICE INVITING TENDER**

1. Indian Institute of Technology Mandi, (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, invites sealed tenders in two-bids (1. Technical & 2. Financial) from well-established reputed transporters (hereinafter referred to as the “Tenderer”), having relevant experience for providing the bus/van services to Government and large private organization / Institutions.
2. **Type of Transport Requirement** Tenderer needs to provide some vehicles for the Institute initially for one year, further extendable upto next two years based on satisfactory completion of contract. Contract will be done either based on monthly rent of vehicle or based on charge per trip between Mandi and IIT Mandi (Kamand). The requirement of transport may be met using following types of vehicles.
  - a. 50 seater bus
  - b. 29 seater bus
  - c. 11 seater van/force traveller

All vehicles should be of **2012** or later model. Tenderer may quote for individual vehicle or for all vehicles.

**Tender document can be downloaded from the Institute website at URL Link:  
<http://www.iitmandi.ac.in>, <http://eprocure.gov.in>**

3. **Deposits** the tenderer shall be required to deposit the refundable earnest money **(EMD) for an amount of Rs 1,00,000/-** (Rupees One lakhs only) or 2% of tendering cost, whichever will be minimum and a non- refundable tender fee of 1,000/- (Rupees One thousand only) by way of demand drafts only. The demand drafts shall be drawn in favour of “Registrar, IIT Mandi” payable at Mandi. **The demand drafts for earnest money deposit & tender fee must be enclosed with the envelope containing the technical bid.**
4. Offers in financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in pen ink or ball pen without any cutting or overwriting. Use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
5. **Envelopes of technical bid & financial bid should be individually sealed and then be placed in a third envelope, sealed and superscribed with tender number and the due date of submission and address to:**

The Registrar  
Registrar's Office  
Indian Institute of Technology Mandi  
Kamand Campus, VPO Kamand,  
Distt. Mandi – 175005, Himachal Pradesh, India

6. The Sealed tender should reach the Institute; latest by **17 July, 2015 15:00 hrs.** Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or Fax.
7. At any time prior to the deadline for submission of bid(s), the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by prospective tenderer, modify the tender document by amendment and it will be published on the website.
8. **Technical bid(s) will be opened on 20 July, 2015 at 10:00 hrs** in the Institute conference room, stable complex Kamand in the presence of the tenderer(s) or their authorized representative(s) who are present at the scheduled date and time.
9. **Financial bid(s) will be opened on 21 July 2015 at 10:00 hrs.** Financial bid(s) of only those tenderer(s) will be opened who qualify the technical evaluation on the specified date and time.
10. In the event of due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
11. The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

### **INSTRUCTIONS TO TENDERER**

12. Tender should be submitted in two parts, **Part – I (Technical Bid) & Part – II (Financial Bid).** The envelope of Part – I should be superscribed as “Tender for Transportation Service, Part – I (Technical Bid)” and the envelope of Part – II should be superscribed as “Tender for Transportation Service, Part – II (Financial Bid)”.
13. **Part I (Technical Bid):** The Technical bid will be as per the format attached as **Annexure A**
  - (a) **Eligibility Criteria:**

The tenderers which fulfill the following requirements shall be eligible to apply:-

    - (i) **Only registered transporter(s)** having valid registration and license under the relevant statutes like: ESI & EPF and having an experience for providing Transportation Services in Government / Private Institutions. **At-least one latest satisfactory work completion certificate must be enclosed with the technical bid.**

**Signature of the Tenderer with seal & date**

(ii) Tenderer should not have been debarred **or blacklisted** by any Central / State Governments Departments of India. An affidavit to that effect on **Non-Judicial stamp paper of 10/-** duly notarized shall be enclosed **with the technical bid. The format of the affidavit** is attached with the tender as **Annexure C.**

(iii) The copy of Vehicle Registration Certificate (RC), Insurance Certificate etc must be enclosed with technical bid. For details refer **Annexure A.**

(iv) **Financial Deposits** The tenderer shall be required to submit the **earnest money deposit (EMD) for an amount of 1,00,000/-** (Rupees One Lakhs only) or 2% of tendering cost, whichever is minimum, which is refundable and a **non-refundable tender fee for an amount of 1,000/-** (Rupees One thousand only) by way of demand drafts only. The demand drafts shall be drawn in favour of “Registrar, IIT Mandi” payable at Mandi. **The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid.**

(v) The tenderer shall submit one copy of the tender document and addenda thereto, if any, with each page of this document signed and stamped as a proof to confirm the acceptance of entire terms & conditions of the tender by the tenderer.

(b) **Rejections**

The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria and / or fails to submit the required documents as required / or mentioned in tender document are liable to be summarily rejected.

**Note :** The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to the award of the contract without assigning any reason whatsoever.

14. **Earnest Money Deposit:**

(a) The tenderer shall be required to deposit the refundable earnest money for an amount of **Rs 1,00,000/-** (Rupees One Lakhs Only) or 2% of tendering cost, whichever is minimum and a non- refundable **tender fee for an amount of 1,000/-** (Rupees One Thousand Only) by way of demand draft only. The demand draft shall be drawn in favour of “Registrar, IIT Mandi” payable at Mandi.

(b) **The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid.** Any technical bid without the demand drafts of earnest money deposit and tender fee is liable to be rejected. The Institute is not liable to pay any interest on such an amount. Earnest money deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.

**Signature of the Tenderer with seal & date**

- (c) **The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of performance security.** Earnest money deposit of the successful tenderer shall be forfeited, if it refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame as specified by the Institute.
- (d) **Refund of EMD** After the award of the contract to the successful tenderer, the earnest money deposit of all the other tenderers will be refunded.
15. **Validity** Quoted rates must be valid for a period of 1 year (365 days) from the stipulated last date of submission of tender. **The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity.** In case the tenderer(s) withdraws his offer during the validity period, the earnest money deposited by him shall be forfeited without assigning any reason thereof. The tenderer(s) should be ready to extend the validity, if required.
16. **Tender Preparation Cost** The tenderer shall solely bear all the costs associated with the preparation and submission of the bid. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process. In no case, such costs shall be reimbursed by the Institute.
17. **PART – II (Financial Bid):**
- (a) The financial bid should be in the format enclosed with tender as **Annexure B** and kept in separate sealed cover. Failure to provide financial bid in a separate sealed cover will result in invalidation of the offer.
- (b) The financial bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized person(s). In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
18. **Tender Evaluation** The Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender document. Evaluation of the proposals shall be done in two stages as:
- (a) **Stage – I (Technical Evaluation):**
- (i) The Institute shall evaluate the technical bid(s) to determine, whether they qualify the essential eligibility criteria, whether the tenderer has submitted the EMD & tender fee, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bid are completed and generally in order.

**Signature of the Tenderer with seal & date**

(ii) After evaluation of technical bid(s), a list of the qualifying tenderer(s) shall be made. **Short-listed tenderer(s) will be informed for opening of financial bid(s)** and they may depute their representative/s to attend the opening of financial bid(s) on the scheduled date & time.

(b) **Stage – II (Financial Evaluation) For each category of vehicles, financial bid will be evaluated on the basis of price quoted for monthly/per trip service.**

20. **Award of Contract:**

After due evaluation of the financial bid(s), the Institute will award the contract to the lowest Bidder (hereinafter referred to as the “Contractor”) and issue a work order.

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21. **Performance Security:**

(a) The contractor shall be required to furnish a Performance Security @10% of tendering cost on or before the date of commencement of the contract, in the form of **fixed deposit receipt (FDR)** / or irrevocable bank guarantee issued by any nationalized bank in prescribed format **within 30 days from the date of commencement of work.**

(b) The performance security, as furnished by the tenderer, shall remain valid for a period of **sixty days beyond the date of completion of all contractual obligations** of the contractor under the agreement to be executed by and between the Institute and the Contractor.

(c) In case the period of contract is extended further by the Institute in consultation with the contractor, the validity of performance security shall also be extended by the contractor accordingly, so that such performance **security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.**

(d) Failure of the successful tenderer to comply with the requirements of any of the above clauses shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of earnest money / performance security.

22. **Terms & Conditions:**

(a) All vehicles sent for services should be in excellent roadworthy and running condition and of **2012** or later model, with good interiors, free from any past history of accidents and fully insured, including third party. Fitness certificate issued by Regional Transport Office (RTO) should be submitted at the Institute.

(b) Only inspected and approved vehicles will be sent for service on regular basis. Vehicles sent as replacement / standby will also be subjected to inspection and approval. Institute reserves the right to inspect all / any vehicle at any time during the trip. **If it is found that services are not upto the mark, then penalty of 2,000/- (Rupees two thousand only) per day per bus and 1,000/- (Rupees one thousand only) per day per van/force may be imposed.**

(c) The vehicles should run as per the schedule given by the Institute. The contractor should strictly follow the schedule. Exact Kms covered will be entered in log book as daily basis.

**Signature of the Tenderer with seal & date**

(d) The vehicles sent for services should have neat and hygienic seat covers, fire extinguisher units, first aid box and a banner plate denoting that they are on duty for IIT Mandi.

(e) All vehicles supplied must have a **pollution free certificate**.

(f) Drivers sent with vehicles should have a valid commercial HMV driving license and they must be regular employees of the agency. All drivers and co-drivers must be physically and mentally fit for services and not be older than 60 years. **Medical fitness certificate from Chief Medical & Health Officer** of each of the Driver may be asked. If any driver is found not fit or their behavior is not satisfactory, the Institute reserves the right to ask the agency to replace the driver immediately. Driver must be in proper uniform (dress).

(g) In case of any delays / breakdown / non-reporting of vehicle, the information should immediately be passed on to the “Authorized Person” appointed by Institute and suitable replacement is to be arranged as early as possible.

(h) The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Institute reserves the right to check randomly alcohol contents through breath of drivers. **Smoking is strictly prohibited inside vehicles**. The Contractor shall ensure that such personnel do not play cards, gambling, or any antisocial activities during duty hours and such activities are prohibited in the parking area even after duty hours. Any violation of the term may attract a penalty of 5000/- per personnel and removal from service. They shall **not use unparliamentary language inside the vehicles and Institute**.

**Signature of the Tenderer with seal & date**



(i) The contractor shall solely be responsible for accidents, if anything happens. Institute will not be responsible for any litigation whatsoever under any circumstances.

(j) **The contractor shall not deploy any driver who has not completed eighteen years of age and who does not possess a valid driving license.** The contractor shall comply with all the statutory regulations related to the business. Institute shall not be responsible for any liability in this regard for any fault of the contractor.

(k) The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the contractor. Any violation of traffic rules can invite penalty.

(l) The Institute reserves the right to terminate the contract by giving 30 days' notice and without assigning any reason whatsoever.

23. **Payment Schedule:**

Payment requests for monthly bills are to be submitted by the contractor during the first week of the following month. Payment shall be released within fifteen days from the date of verification of bill and subject to satisfactory performance of duties as per the contract.

24. **Arbitration:**

In case of any dispute or difference arising out of or in connection with the tender conditions, job order and contract, the Institute and the contractor will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by the Institute.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be Mandi. The decision of the Arbitrator shall be final and binding to both the parties.

25. **Jurisdiction:**

The courts at Mandi alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Mandi court shall have jurisdiction in the matter.

**Signature of the Tenderer with seal & date**

26. **Clarification:**

- (a) The prospective tenderer requiring any clarification regarding the tender document are requested to contact Administration **telephone: 01905-267016** and **email pavinaas@iitmandi.ac.in**. The administration will respond in writing to any request for clarification, received not later than the 10 days before the last date of submission of Tender.
- (b) At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by amendment.
- (c) The amendment will be published on Institute website. In order to afford prospective tenderers reasonable time to take the amendment into account in preparing their bid, the Institute may, at its discretion, extend the deadline for the submission of the Tender.

**Signature of the Tenderer with seal & date**

**Tender for Transportation Service**

**Technical Bid**

1. **Name of the Bidder:** \_\_\_\_\_
2. **Address of the Bidder :** \_\_\_\_\_
3. **Contact Details of the Bidder :** \_\_\_\_\_  
(a) **Tel. No. with STD (O)** \_\_\_\_\_ **(Fax)** \_\_\_\_\_ **(R)** \_\_\_\_\_  
(b) **Mobile No** \_\_\_\_\_ (c) **E-mail** \_\_\_\_\_ (d) **Website** \_\_\_\_\_
4. **Name of Proprietor/Partners/Directors of the firm/agency :** \_\_\_\_\_
5. **Bidder's Bank with branch and his Current Account number :** \_\_\_\_\_  
\_\_\_\_\_
6. Registration and incorporation particulars of the Bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl attaches copies of the relevant documents/certificates).
7. CST/VAT/Excise Duty/TIN, etc registration details (Pl attaches copies of the relevant documents/certificates).
8. **Copies of PAN / Income Tax Circle / TIN of the Bidder**
9. Copies of Income Tax Returns filed for the last three years should be attached.
10. Proof of experience in supplying of Buses to Govt Depts / PSUs (Copies of two Purchase Orders received from Govt Depts./PSUs during each of the last three years should be enclosed).
11. Declaration regarding blacklisting or otherwise by the Govt Departments as given in **Annexure C**. The copy of Vehicle Registration Certificate (RC) must be enclosed with technical bid.

**Signature of the Tenderer with seal & date**

13. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.

14. Duly filled in authorization for attending the bid opening (Annexure D)

15. Details of Award / Certificates of merit etc, if any, received from any organization (Please attach copy of the certificates, if any).

16. **Details of Vehicles:-**

- (a) Vehicle Model:- \_\_\_\_\_
- (b) Copy of Registration Certificate vehicle (write particular and attach copy)
- (c) Copy of Vehicle Insurance Certificate
- (d) Certificate from the authorised dealer that the vehicle being offered are not accident vehicle (Give Registration No Vehicle Chassis No of each vehicle in the Certificate) .

17. **Financial Deposits**

(a) **EMD** Draft No: \_\_\_\_\_ dt \_\_\_\_\_  
amounting to Rs 1,00,000/- (Rupees One Lakh Only) or 2% of tendering cost, whichever is minimum, drawn in favour of Registrar, IIT Mandi, payable at Mandi.

(b) **Tender Fee**: Draft No \_\_\_\_\_ dt \_\_\_\_\_  
amounting to Rs 1,000/- (Rupees One Thousand Only) drawn in favour of Registrar, IIT Mandi, payable at Mandi.

(Please write the name of the proprietor on the reverse turn of the drafts)

**Signature of the Tenderer with seal & date**

**Tender for Transportation Service**

**Financial Bid**

<b>S No.</b>	<b>Type of Vehicle</b>	<b>Fixed rent on monthly basis (excluding fuel charges) per vehicle</b>	<b>Fixed charge per trip* (including all charges) per vehicle</b>
1	50 Seater Ordinary Bus		
2	29 Seater Ordinary Bus		
3	11 Seater Ordinary Van/Force		

(a) \*One trip means travelling to and fro between Mandi and IIT Mandi (Kamand). One way distance is approximately 19Kms.

(b) No other charges or taxes would be payable by Institute.

We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.

**Signature of the Tenderer with seal & date**

**Tender for Transportation Service**

**Declaration Regarding Blacklisting / Debarring For Taking Part in Tender.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

**(Or)**

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years wef \_\_\_\_\_ to \_\_\_\_\_ . The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Registrar, IIT Mandi and EMD / performance security shall be forfeited.

In addition to the above, Registrar, IIT Mandi, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

**Attested:**

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

**Signature of the Tenderer with seal & date**

**Tender for Transportation Service**

**Letter of Authorization for attending the Bid opening**

Sub. Authorization for attending the technical bid opening on \_\_\_\_\_ and financial bid on \_\_\_\_\_ of the tender for provisioning of Transportation Services

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s. \_\_\_\_\_ (name of the Bidder)

Name \_\_\_\_\_ Specimen Signature \_\_\_\_\_

Signature of the Bidder

**Or**

Officer authorized to sign the bid documents on behalf of the Bidder

**N.B. Permission will be denied incase the photocopy of the duly filled in form is not brought at the time of opening**

Signature of the Tenderer with seal & date