



Tender No: IIITS/TDR/2022-23/01

Date: 27/06/2022

NOTICE INVITING TENDER FOR HIRING OF BUS SERVICES FOR IIIT-SURAT

Indian Institute of Information Technology, Surat invites sealed Tender from Bus operators for providing Buses on monthly payment basis for a period of one year, which can be extended for one more year at same terms and conditions, based on the satisfactory performance.

TABLE - 1

1	Type of Tender	Open Tender (Two Bid System)
2	Tender Fee	₹1000/-(Rs.One thousand only) (Non-refundable) should be submitted along with the technical bid in the form of Demand Draft drawn in favour of “Indian Institute of Information Technology, Surat”
3	Earnest Money Deposit (EMD)	₹25,000/-(Rs.Twenty five thousand only) should be submitted along with the technical bid in the form of Demand Draft drawn in favour of “Indian Institute of Information Technology, Surat”. Vendors registered with NSIC, MSMEs etc are exempted from the payment of EMD subject to submission of documentary evidence.
4	Performance Guarantee/Security Deposit	The Selected Bidder shall be required to submit a Security Deposit an amount equal to 10% of accepted cost including applicable taxes and duties, in the form of bank guarantee in the specific format given as Annexure-II
5	Date of issue of Tender	27/06/2022
6	Last Date & Time for Seeking Clarification	05/07/2022
7	Pre- Bid Meeting	06/07/2022 at 10.30 Hrs
8	Closing Date & Time of Bid Submission	18/07/2022 at 16:00 Hrs
9	Technical Bid Opening Date & Time	18/07/2022 at 17.00 Hrs
10	Date of commencement of contract	01/08/2022

Signature of Bidder _____

Stamp:

11	Period of contract	The period of contract initially for one year, which can be extended for one more year, at the same terms and conditions and on the basis of satisfactory performance.
12	Bid Validity	120 days
13	Address for Correspondence (at present)	The Director, Indian Institute of Information Technology, Surat SVNIT Campus Ichchanath Surat-395007 Contact No- 9510217558 Email: office@iiitsurat.ac.in

Director
IIIT-Surat

Signature of Bidder _____

Stamp:

A. INTRODUCTION:

Indian Institute of Information Technology, Surat is an Institute of National Importance established by Act of Parliament 2017, by the Ministry of Education, Government of India. At present, the Institute is operating from the campus of SVNIT in Surat. IIIT Surat is offering four year B. Tech. degree course in Computer Science and Engineering (CSE) & Electronics & Communication Engineering (ECE) subjects. The Institute is shifting to its own academic facility in Kholvad Village in Kamrej Taluka of Surat District and all its academic activities will commence from 8th August 2022. The hostel of Indian Institute of Information Technology Surat is at a distance of 11 km in SUV International School, Valthan.

IIIT-Surat invites Sealed-Tenders from the interested parties for “**HIRING OF BUS SERVICES FOR IIIT-SURAT**”. The interested Bidders may submit their Tender documents in the prescribed format along with a processing fee of ₹1000/- (Rs. One thousand only) in the form of DD drawn in favour “**Indian Institute of Information Technology, Surat**”. Tender may be sent by post/courier or in person to

**Director,
Indian Institute of Information Technology Surat
SVNIT Campus, Ichchahnath, Surat – 395007.**

Bidders should sign and stamp on all the pages of duly filled tender documents in testimony of having read all the terms & conditions laid down in the tender document.

A pre-bid meeting will be held on **06/07/2022 at 10:30AM** at Institute office IIIT-Surat with the purpose of answering any questions of interested Bidders/Contractors. The Bidders are required to send their queries one day before of scheduled pre-bid meeting by email to office@iiitsurat.ac.in

The last date for the receipt of Tender is **18/07/2022 at 16:00 Hrs.**

IIIT-Surat will not be responsible for postal delay/non-receipt of Tender form/DD sent through the post. Tender forms duly filled and signed in all pages with supporting documents. The Institute reserves the right to accept or reject any or all Tender without assigning any reasons thereof.

**Director
IIIT Surat**

Signature of Bidder _____

Stamp:

B. GENERAL TERMS AND CONDITIONS:

1. Download the tender documents from the Institute website (www.iitsurat.ac.in). Corrigendum/ Amendments/Corrections, if any to this tender will be published only on the Institute website.
2. The tender should be submitted in two parts, namely, **Technical Bid** and **Financial Bid** and each should be kept in a separate sealed cover. Demand draft for EMD should be kept along with technical bid (BID WILL NOT BE CONSIDERED WITHOUT EMD). Both the covers should be kept in another cover addressed to the **Director, Indian Institute of Information Technology Surat**. The inner covers should be superscribed as “**Technical Bid**” and “**Financial Bid**” according to its content. The outer cover of the envelope should bear the full address and contact details of the bidder. The outer cover should be superscribed with “**TENDER FOR HIRING OF BUS SERVICES**”
3. The tender completed in all respects must be dropped in the box kept in the office of Director, Indian Institute of Information Technology Surat, SVNIT Campus, Ichchhanath Surat-395007. Gujarat on or before due date and time as indicated in Table – 1. The tender received after the last date and time will be rejected. The Institute will not be responsible for any postal delay.
4. The EMD of unsuccessful bidder will be returned without any interest within 30 days after awarding the offer.
5. The EMD of successful bidder will be returned without any interest after submission of Performance Guarantee / Security Deposit.
6. The Performance Guarantee / Security Deposit will be submitted within 15 days from the date of notification of award of contract.
7. The bidder will not be permitted to withdraw his offer OR modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the previously mentioned earnest money will be forfeited. **Any conditional tender is liable for rejection.**
8. The Institute will award the work based on lowest rates (L1).
9. The bidder should sign and affix the firm's stamp at each page of this tender documents as acceptance of all the terms and conditions of the tender. **No page should be removed / detached from this tender document.**
10. The Financial Bid should be submitted in the form given in **Annexure-I** in a separate sealed cover kept inside the main cover. The financial bids of those bidders, who are found technically responsive, will be opened on a specified date and time to be intimated to the respective bidder.
11. The rate to be quoted for Buses (**PER MONTH**) shall be inclusive of all applicable Govt. duties. Applicable GST will be paid as per prevailing rate on quoted rate.
12. Nothing extra beyond accepted rate will be paid by the Institute. However, increase/decrease of Diesel price will be governed by the clause of **ESCALATION/DE-ESCALATION**. This clause shall be applicable on the average rate per month and if the variation is plus OR minus 5% or more and it shall be compared with the rate of Diesel of the bid opening date. The formula for revised rate is:

$$I = (A-B)/R$$

where I = Increase /Decrease of rate in per km run, A = Revised rate of Diesel per Litre, B = Rate of Diesel as on Date of Opening of Bid

Signature of Bidder _____

Stamp:

R = Average Run per Litre

13. Bidder is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidder should bring with him a letter of authority from the bidder and proof of identification and will mark his attendance before opening of the tender.
14. The evaluation of the tender documents will be made based on technical information furnished. The financial bid of only those firms who qualify the evaluation criteria will be opened.
15. The Institute reserves all rights to reject a tender not fulfilling the criteria mentioned in the tender documents, without communicating any reason whatsoever, and is not bound to accept the lowest or any specific tender. The decision of the Director of the Institute shall be final and binding.
16. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.
17. In case of breach of any conditions of the contract, and for all type of losses caused including excess cost due to supply of buses from the market in the event of Contractor failing to provide requisitioned Buses or not providing Buses in time, the Institute shall make deductions at double the rate of supply rate on prorated basis from the bills prepared by the Contractor or may be demanded from him to be paid within seven days to the Institute.
18. In case of breach of any of terms and condition mentioned above, the Institute has the right to cancel the order (without any reason thereof) and nothing will be payable by the Institute in that case.
19. **The tender is not transferable.** The firm shall not assign or sublet the work or any part of it to any other person or party without the written permission of the Director of the Institute..
20. The contractor shall be paid on a monthly basis. No payment shall be made in advance and loan from bank or financial institution will not be recommended based on the award of contract.
21. The contractor should submit the monthly bills in the first week of month in respect of the previous month. All payments will be made through NEFT/RTGS.
22. The Institute is at liberty to withhold any of the payments in full or in part subject to recovery of penalties.
23. The place of arbitration will be Surat, Gujarat and will be governed by provision of the Indian Arbitration & Reconciliation Act.
24. The contract can be terminated by giving at least **02 month written notice from either side.**

C. PRE QUALIFICATION CRITERIA

1. The bidder should have at least 02-year experience of running Vehicles i.e., Commercial/Passenger/ Buses. The documentary evidence of the same should be submitted.
2. The bidder should have average annual turnover during the 03 year, ending 31st March of the previous financial years, should be at least Rs. 50/- Lakh. Bidder to submit Balance Sheet in addition to Profit & Loss account statement of last 03 financial years duly certified by CA.
3. The bidder should have valid registration number of GST and PAN. The documentary evidence of the same to should be submitted.
4. The bidders must have an office in Surat city. The documentary evidence of the same should be submitted.

Signature of Bidder _____

Stamp:

D. SPECIAL TERMS AND CONDITIONS:

1. One Supervisor to act as Transport-in-charge should be provided by the bidder in consultation with the Institute. The cost of the same to be incorporated in the quoted rate. The Institute on this account would pay nothing additional.
2. Drivers should be in proper Uniform as per applicable government rules, possess valid Driving License, medical fitness report, and other required documents / equipment specified by transport department of Government of Gujarat.
3. Buses to be provided by the Contractor should be in perfectly sound working condition not older than **08** years. The contractor shall display a sign mark **“ON IIIT SURAT DUTY”** on Buses.
4. Buses must be having validated fire-extinguishing apparatus. There should be first-aid-box containing bandage cloth, cotton, Antiseptic creams, Adhesive bandages, Tape and sterile gauze, Muscle pain spray or tube and Pain relievers.
5. The rates once finalized will be fixed for the total contract period including extensions (if any)
6. Rate contract can be extended for one more year on the same finalized terms and conditions at the discretion of the Institute.
7. The successful contractor to ensure statutory compliance of Direction/Norms/ Conditions laid down by RTA/ESIC/PF or Related Body.
8. The contractor will be responsible for any Challan/Penalty Imposed for violation of any Traffic Rule or under any Government or local municipal corporation or district administration.
9. The contractor will be responsible for any type of Damage caused due to any reason (fires, accident, riots, strikes, lockouts, etc.). All the buses must be having the valid insurance policy applicable for safety of passengers.
10. Drivers & Conductors deputed on the buses shall be available for 12 hours including rest and lunch hours for Institute purposes.
11. The Selected Bidder will be responsible for making the alternative arrangement of their driver & conductor in case of their absence from duty for any reason.
12. The Selected Bidder should provide the Driver having minimum of five years of experience of driving heavy vehicles with valid driving license for commercial HMV and must not have any previous record of traffic offense and not having any case pending against him. Also, he should not be drug addicted. The driver and conductor should have specific uniforms while driving the institute buses. The driver's age should not be more than 55 years.
13. The selected bidder must ensure that the Buses provided to the Institute shall be well maintained and should be under the effective control of the person driving the vehicle. The entire responsibility of the maintenance / up keeping of the Buses shall all time rest with the selected Bidder.
14. The Selected Bidder shall maintain a proper record of staff deputed for Institute work and shall maintain their attendance in muster roll prescribed under law.
15. The Institute will not permit fuel filling while passengers are present in the buses.
16. The Selected Bidder shall not use the hired buses for any other purpose except for Institute use.
17. The buses should be periodically checked and maintained to remove mechanical faults, if any.
18. In the event of theft, loss or accident and any dispute with the Local Government and transport authority, the Institute Authority will not be responsible and the Selected Bidder will settle the claims himself with any Authority.
19. **No escalation shall be payable due to any increase in rates of materials / Fuel and labour– statutory or otherwise.**

Signature of Bidder _____

Stamp:

20. In case of breakdown of the buses, the Selected Bidder will have to make alternative arrangement within 60 minutes for transporting the students failing which, total expenditure incurred by the Institute, if any, for making alternate arrangements for transporting the students will be deducted from monthly hire charges. Further, Penalty, if any, shall also be levied in accordance with the Penalty Clause in Tender Document.
21. The buses should be well designed and equipped with all accessories necessary for the safe journey of students/staff. The following safety norms should be followed before bringing the Institute vehicle on road: -
 - a. The buses must have a First Aid Box with necessary medicines for first aid. The expiry date of medicines must be checked time to time by the Selected Bidder.
 - b. The buses must be equipped with a Fire Extinguisher, Dry Power Type located near the Engine Compartment
22. **No services will be required during summer (30 days) vacation / winter (15 days) vacation. In such circumstances, a prior notice with one month in advance will be issued to the Selected Bidder. No payment will be made during this period if the Buses are not operated.**
23. Insurance Policy as per statutory requirement shall be taken by the Selected Bidder so as to cover all type of risk – risk for vehicle, risk for driver, and students and Third Party. The Selected Bidder shall also take other necessary insurance coverage as per the Motor Vehicle Act at his own cost.
24. In the event of theft, loss or accident and any dispute with the Local Government Authority, the Institute Authority will not be responsible and the Selected Bidder will settle the claims himself with any Authority.
25. During the Contract Period, if a vehicle is seized / detained by police / transport authority or any other authority for any reason, whatever, it shall be the sole responsibility of the Selected Bidder. In such circumstances, the Selected Bidder shall provide alternate vehicles immediately.
26. The Selected Bidder shall keep the Institute Authority and its Officers indemnified for any breach or default of Transport or any other laws.

Director
IIIT-Surat

E. TECHNICAL INFORMATION:

1	Name & Address of the Agency	
2	Name & Address of the Authorized Person in Surat	
3	Telephone, Mobile No., e-mail address of the Agency & the Authorized Person	
4	Legal Status of the Agency: a) An Individual b) A Proprietary Firm c) A Partnership Firm d) A Limited Company (Attach Documentary Evidence)	
5	Date of Firm / Agency / Company Registration/Incorporation.	
6	PAN & GST No of Bidder (Attested Copy should be Attached)	
7	Name, Address and Contact Numbers of the Director(s)	
8	Annual Turnover Details a) FY – 2018-19 b) FY – 2019-20 c) FY - 2020-21 Turnover of preceding three years (Attach Balance sheet and Profit & loss account statement duly certified by CA)	
9	Bank Details of the Agency	
10	Proof of running passenger Vehicles/Buses (YES/NO)	
11	List of Organizations with address and Telephones number to whom Bus services have been provided during the 03 year and also work completion certificate issued by concerned Dept./Organization.	
12	Any other information important in the opinion of the bidder	

Dated: _____

(Signature & Stamp of Bidder)

Signature of Bidder _____

Stamp:

Place: _____

F. UNDERTAKING : - (Undertaking on letterhead)

1. I / We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Institute and shall abide by them.
2. I / We undertake that I/We have understood “Parameters and Technical Specifications for conducting the Work” mentioned in tender documents and shall conduct the work strictly as per the parameters.
3. I / We further undertake that the information given in this tender document is true and correct to the best of my / our knowledge and belief in all respect and I / We hold the responsibility for the same.
4. I / We undertake to the effect that the firm either has any court cases / police complaint nor black listed by any Govt./Aided Institute/ Autonomous Institution.
5. I / We undertake to the effect that the firm has not any criminal cases registered.

Date: _____

(Signature & Stamp of Bidder)

Place: _____

Signature of Bidder _____

Stamp:

FINANCIAL BID

(Annexure-I)

Tender No.: IIITS/TDR/2022-23/001

TENDER FOR HIRING OF BUS SERVICE FOR IIIT-SURAT

Financial bid for hiring of Bus Services for IIIT, Surat for daily to & fro transportation of students between Hostel and Institute located at Kholvad village in Kamrej Taluka. The hostel is located at a distance 11 km from the Institute. The first trip starts from the hostel at 8:00 AM on every day excluding Saturday, Sunday and public holidays. Assuming 50 seating capacity in a bus, three buses are required. The distance and timing of running of the bus is as given below:

Sr. No.	Particulars	Daily Run per bus (Km)	Monthly Run /Bus (Km) (for 22 days in a month)	Rate per bus per Month (₹)	Number of Buses required	Total Amount (₹)
1	Hiring of Minimum 3 buses each of seating capacity 50 for a daily total distance of 154 km per bus. Distance from Hostel to Campus is 11 Km Timing for buses:- Hostel to Campus: 8:00 AM onwards Campus to Hostel- 5:30 PM onwards	154	3388		03 With 50 Seating Capacity	

Note:

1. The L1 shall be decided on the basis of Price arrived at Sr. No. 6
2. The Price quoted by the Bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
3. In case of tie, the Bidder having higher Average Annual Turnover for last 3 years (as per submitted Balance Sheet) will be selected.
4. During a special programme in the Institute transportation facility is required and bus shall be available and such programmes will be informed.

Date: _____

(Signature & Stamp of Bidder)

Place: _____

(Annexure-II)

Signature of Bidder _____

Stamp:

PROFORMA OF BANK GUARANTEE
(TO BE TYPED ON NON- JUDICIAL STAMP PAPER OF THE VALUE OF ₹300/-

To be established through any of the banks (public/private) situated at Surat with a clause to enforce the same on their local branch at Surat. (The bank guarantee issued by co-operative banks are not accepted)

To

The Director
Indian Institute of Information Technology, Surat
SVNIT Campus, Ichchanath Surat-395007

WHEREAS Indian Institute of Information Technology Surat in Kholvad campus, in Kamrej, Surat has invited a tender for **Hiring of Bus Services for IIIT-Surat** bearing Tender No. **IIITS/TDR/2022-23/001** dated 27/06/2022.

AND WHEREAS the said tender documents requires the service provider/ firm whose tender is accepted in response thereto shall establish an irrevocable performance guarantee /Security deposit in favour of '**Indian Institute of Information Technology, Surat**' in the form of Bank Guarantee for Rs.(Amt. in words:Rs_____)

NOW THIS BANK HEREBY GUARANTEES that in the event of the said services provider/ firm failing to abide by any of the conditions referred to in the said tender documents, this Bank shall pay to Indian Institute of Information Technology, Surat on demand and without protest or demur Rs._____ (Amt in words Rs._____). This Bank further agrees that the decision of Indian Institute of Information Technology, Surat as to whether the said service provider/ firm has committed a breach of any of the conditions referred in the said tender documents shall be final and binding.

We, _____(Name of the Bank & Branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Bank, the Agency / Firm or for any other reason whatsoever. Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs_____ Amt. in words Rs._____
2. This Bank Guarantee shall be valid up to _____(Date)
(24 onths of period from the date of letter of intent (LoI)/ Signing of agreement)
3. We are liable to pay the guaranteed amount or part thereof under this Bank Guarantee only and only if Indian Institute of Information Technology, Surat serves upon us a written claim or demand on or before _____ (Date)

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at _____ situated at _____
(Address of local Branch).

Signature and Seal of the Guarantor:

Name of the Bank with Complete Postal Address:

Date & Place :

Signature of Bidder _____

Stamp: