

Tender Fee = Rs. 1000/-

(Non-refundable)



Indian Institute of Information Technology, Surat

भारतीय सूचना प्रौद्योगिकी संस्थान, सूरत
(Institute of National Importance under Act of Parliament)

TENDER NOTIFICATION FOR HIRING OF BUS SERVICES FOR IIIT-SURAT

Kholvad Campus, Kamrej, Surat-394190, Gujarat

www.iiitsurat.ac.in ph.:02621-298060 Email:office@iiitsurat.ac.in

TENDER NO.: IIITS/TDR/2024-25/04

DATE OF ISSUE OF TENDER

25/06/2024

LAST DATE AND TIME FOR SUBMISSION OF TENDER

16/07/2024 at 4.00 PM

DATE AND TIME FOR PRE-BID MEETING

09/07/2024 at 4:00 AM

DATE AND TIME FOR OPENING OF TECHNICAL BIDS

16/07/2024 at 4.30 PM

DATE AND TIME FOR OPENING OF FINANCIAL BID

17/07/2024 at 4.00 PM

TOTAL PAGES – 13

TENDER NOTIFICATION FOR HIRING OF BUS SERVICES FOR IIIT-SURAT

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

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 Account pay Demand Draft drawn in favour of "Indian Institute of Information Technology, Surat"
3	Earnest Money Deposit (EMD)	Rs. 25,000/- (Rs. Twenty five thousand only) should be submitted along with the technical bid in the form of Account pay 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	25/06/2024
6	Pre- Bid Meeting	09/07/2024 at 4:00 AM
7	Closing Date & Time of Bid Submission	16/07/2024 at 4.00 PM
8	Technical Bid Opening Date & Time	16/07/2024 at 4.30 PM
9	Date for commencement of contract	Will be informed subsequently.
10	Period of contract	The period of Contract initially for 01(one) year, which can be extended for 01 (one) more year on the basis of satisfactory performance at same terms and conditions.
11	Bid Validity	120 days
12	Address for Correspondence (at present)	Deputy Registrar (Admin) Indian Institute of Information Technology, Surat Kholvad Campus, Kamrej, Surat-394190. Email: deputy.registrar@iiitsurat.ac.in

Introduction:

The Indian Institute of Information Technology (IIIT) 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 its own campus in Kholvad campus, Kamrej, Surat. IIIT Surat is offering four-year B. Tech. and Ph.D. degree course in Computer Science and Engineering (CSE) & Electronics & Communication Engineering (ECE) subjects. The total student in the campus is 600.

IIIT-Surat invites Sealed-Tenders from the interested agencies 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 shall be sent to by post/courier or in person to

**Director
Indian Institute of Information Technology
Kholvad Campus, Kamrej, Surat-394190.**

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

A pre-bid meeting will be held on 09/07/2024 at 04.00 PM 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 **16/07/2024 at 4.00 PM**

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**

A. GENERAL TERMS AND CONDITIONS:

1. The tender documents to be downloaded from the Institute website (www.iiitsurat.ac.in) Corrigendum/Amendments/Corrections, if any to this tender enquiry 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). All the covers should be kept in another sealed cover address to the Director Indian Institute of Information Technology Surat. The inner covers should be superscribed with subject of Tender whether the cover containing "Financial Bid". The outer cover envelope containing should bear the full address and contact details of tenderer. The outer cover should be superscribed with "**TENDER NOTIFICATION FOR HIRING OF BUS SERVICES FOR IIIT-SURAT**"
3. The tender completed in all respect must be dropped in the office of Director, Indian Institute of Information Technology Surat, Kholvad Campus, Kamrej, Surat-394190. Gujarat by due date and time as indicated in Table – 1. The tender received after the scheduled 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 tenderer shall not be permitted to withdraw his offer OR modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid earnest money will be forfeited. **CONDITIONAL TENDER IS LIABLE FOR REJECTION.**
8. The Institute will award the work on the basis of lowest rates (L1).
9. The tenderer should sign and affix firm's stamp at each page of the tender documents as acceptance of all the terms and conditions of the tender. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENTS.**
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 tenderers, who are found technically responsive, will be opened on a specified date and time to be intimated to the respective tenderer.
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

R = Average Run per Litre

13. The tenderer is at liberty either himself or authorise. 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 tenderer should bring with him a letter authority from the tenderer and proof of identification and will mark his attendance before opening of the tender.
14. The evaluation of the tender documents will be made on the basis of technical information furnished. The financial bid of only those firms will be opened who will qualify the evaluation criteria.
15. The Institute reserves all right to reject tender not fulfilling the criteria mentioned in the tender documents, without communicating any reason whatsoever and does not bind itself 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 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 prorata basis from the bills preferred 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 will have the right to cancel the order (without any reason thereof) and nothing will be payable by the Institute in that case.
19. 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. **The tender is not transferable.**
20. The contractor shall be paid on monthly basis. No payment shall be made in advance and loan from bank or financial institution shall not be recommended on the basis of the order of award of work.
21. The Selected Bidder shall submit the proper invoice on or before 5th day of each month to the designated Officer of IIIT-Surat.
22. After processing of the Invoice and approval of the Competent Authority, the Invoice shall be forwarded to Accounts Section for payment purpose. Income Tax as per IT Act and TDS under GST Act (if applicable) will be deducted from the bill.
23. The payment has to be made within 10 days of receipt of the invoice through Account Payee Cheque or through Electronics Bank Transfer only.

24. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.
25. The place of arbitration will be Surat, Gujarat and will be governed by provision of the Indian Arbitration & Reconciliation Act.
26. The contract can be terminated by giving at least **02 month written notice EITHER SIDE**
27. Penalty :-Failure to provide efficient services shall attract penalty as under:

Delay in providing Bus Service	Penalty Per Event Per Vehicle	Remark
Up to 15 Minutes	Nil	---
16 Minutes to 45 Minutes	Rs. 100/- per Event	---
46 Minutes to 60 Minutes	Rs. 500/- per Event	Repetition of the event @ 4 Times in a Month would result in issue of Show Cause Notice towards Unsatisfactory Service Performance.
> 60 Minutes	Rs. 1000/- per Event	Repetition of the event @ 2 Times in a Month would result in issue of Show Cause Notice towards Unsatisfactory Service Performance.
Failure to provide Vehicle	Rs. 3000/- per Event	Repetition of the event @ 1 Times in a Month would result in issue of Show Cause Notice towards Unsatisfactory Service Performance.

The Maximum Penalty per Month shall, however, be limited to 15% of the Monthly Agreed Price including all taxes.

The Institute shall at any time be entitled to determine and terminate the Service Contract after issuance of three Show Cause Notices or for any reason including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever.

B. PRE QUALIFICATION CRITERIA: -

1. The tenderer 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 tenderer should have average annual turnover during the 03 year, ending 31st March of the previous financial years, should be at least Rs. 50/- Lakh. Tenderer to submit Balance Sheet and Profit & Loss account statement of last 03 financial years duly certified by CA.

3. The tenderer should have valid registration number of GST, and PAN, the documentary evidence of the same to be submitted.
4. The tenderer must have an office in Surat Area. The documentary evidence of the same to be submitted.

C. SPECIAL TERMS AND CONDITONS: -

1. One Supervisor to act as Transport-in-charge should be provided by the tenderer in consultation with the Institute. The cost of the same to be incorporated in the quoted rate. Nothing additional would be paid by the Institute on this account.
2. Driver should be in proper Uniform, carry mobile phone, valid Driving License and other required document / equipment's specified by concerned Govt. departments.
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. The rates once finalised will be fixed for the total contract period including extensions (if any)
5. Rate contract can be extended for one more year on the same finalised terms and conditions at the discretion of the Institute.
6. The successful contractor to ensure statutory compliance of Direction/Norms/ Conditions laid down by RTA/ESIC/PF or Related Body.
7. The contractor will be responsible for any Challan/Penalty Imposed for violation of any Traffic Rule or under the any Govt. or Private Body.
8. The contractor will responsible for any type of Damage caused due to any reason (fires, accident, riots, strikes, lockouts, etc.)
9. Drivers & Conductors deputed on the buses shall be available for 12 hours including rest and lunch hours for Institute purposes.
10. The Selected Bidder will be responsible for making the alternative arrangement of their driver & conductor in case of their absence from duty.
11. 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 offence and should not be drug addicted. The driver and conductor should have specific uniform while driving the institute buses. The driver age should not be more than 55 years.
12. 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 / upkeep of the Buses shall all time rests with the Selected Bidder.
13. 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.
14. The Institute will not permit fuel filling while passengers are present in the buses.
15. The Selected Bidder shall not use the hired buses for any other purpose except for Institute use.
16. The buses should be periodically checked and maintained to remove mechanical faults, if any.

17. 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.
18. **No escalation shall be payable due to any increase in rates of materials / Fuel and labour—statutory or otherwise.**
19. 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.
20. The buses should be well designed and equipped with all accessories necessary for 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
21. **No services will be required during summer / Winter Vacations. 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 Bus(s) are not operated.**
22. 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.
23. 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.
24. During the Contract Period, if vehicle is seized / detained by police / transport authority or any other authority for any reason, what so ever, it shall be the sole responsibility of the Selected Bidder. In such circumstances, the Selected Bidder shall provide alternate vehicle immediately.
25. The Selected Bidder shall keep the Institute Authority and its Officers indemnified for any breach or default of Transport or any other laws.

D. 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 Tenderer (Attested Copy should be Attached)	
7)	Name, Address and Contact Numbers of the Director(s)	
8)	Annual Turnover Details FY – 2020-21 FY – 2021-22 FY - 2022-23 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 tenderer	

Dated: -

(Signature & Stamp of Tenderer)

Place: -

E. 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 undertaking 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 undertaking to the effect that the firm has not any criminal cases registered.

Dated: -

(Signature & Stamp of Tenderer)

Place: -

“FINANCIAL BID”

(Annexure-I)

Tender No.: IIITS/TDR/2024-25/004

TENDER NOTIFICATION FOR HIRING OF BUS SERVICE FOR IIIT-SURAT

Financial bid for hiring of Bus Services for IIIT, Surat for daily to & fro transportation 3 times on a day (including fuel) of the Students from Boys & Girls Hostel to Permanent Campus of IIIT, Surat located at Kholvad village in Kamrej Taluka.

Sr. No.	Particulars	Daily Run	Monthly Run /Bus	Rate / Bus / Month	No of Buses Required	Total Amount
		Kms	Kms	Rs.	No	Rs.
1	Hiring of Bus Services for IIIT, Surat, Students (50/56 Seater) Distance from Hostel to Campus 12 Kms Approx.) Timing for buses:- Hostel to Campus- 8:30 AM Hostel to Campus- 9.30 AM Hostel to Campus -10.30 AM Campus to Hostel- 4.30 PM Campus to Hostel-5.30 PM Campus to Hostel-6.00 PM Bus run 05 days a week • One way Distance 12 kms(Approx.)	110 km / Bus	2420 km/Bus/Month		03	
2	Total Quoted Monthly Price =					
3	Less, Educational Institute Discount =					
4	Grand Total Quoted Price (2– 3) =					
5	GST@% =					
6	Total Quoted Price in Figures =					
	Total Quoted Price in Words=					

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.

Dated: -

(Signature & Stamp of Tenderer)

Place: -

(Annexure-II)
PROFORMA OF BANK GUARANTEE
(TO BE TYPED ON NON- JUDICIAL STAMP PAPER OF THE VALUE OF INDIAN RUPEES OF
THREE HUNDRED)

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
Kholvad Campus, Kamrej, Surat-394190.

WHEREAS Indian Institute of Information Technology Surat SVNIT Campus has invited tender Notification for **Hiring of Bus Services IIIT-Surat** Tender No. **IIITS/TDR/2024-24/04** dated 25/06/2024.

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

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. _____ Amount 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 Months 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 serve 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

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