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|  | <p>भारतीय प्रौद्योगिकीसंस्थानमद्रासचेन्नै 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION Email: adstores@iitm.ac.in दूरभाष: (044) 2257 8285 / 8287 / 8288 फ़ैक्स: (044) 2257 8292 Telephone : (044) 2257 8285/ 8287 / 8288 FAX: (044) 2257 8292 GSTIN: 33AAAAI3615G1Z6</p> |  |
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P.K. SHEBA SABARI

Assistant Registrar (Stores & Purchase)

Date: 31.05.2023

Tender No. IITM/SPS/Hiring of Vehicles/007/2023-24/SPL

**Due Date: 21.06.2023
Before 2.00 p.m.**

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system namely technical bid and financial bid for

EMPANELMENT FOR HIRING OF TOURIST VEHICLES BY IIT MADRAS

confirming to the specifications enclosed.

Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/e procure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/e procure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at “**Help for Contractor s**”. [Special Instructions to the Contractor s/Bidders for the e-submission of the bids online through this e-Procurement Portal”].

Bidders can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/e procure/app> as per the schedule attached.

No manual bids will be accepted. All quotations both Technical bid and Financial bid should be submitted in the E-procurement portal.

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| | LAST DATE for receipt of Tender | : | 21.06.2023 before 02.00 p.m |
| 1 | Pre-bid meeting | : | The Pre-bid Meeting will be conducted via Google Meet on 05.06.2023 @ 03:00 p.m. Please see the below link to join the meeting https://meet.google.com/ddh-kvob-sfs Prospective bidders are requested to register their participation by sending an email to adstores@iitm.ac.in , with name/designation of the representative who will attend the meeting along with queries on or before 04.06.2023 |
| | Date & Time of opening of Tender | : | 22.06.2023 @ 03.00 p.m |
| A | Submission of Tender | : | As per the directives of Department of Expenditure, this tender document has been published in the Central Public Procurement Portal URL: https://etenders.gov.in/e procure/app The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering in the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online in the CPP Portal |

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| | | <p>More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app</p> <p>All tender documents including Technical Bid & Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. No manual bid submission will be entertained.</p> |
| B | Instructions for online bid submission | <p>REGISTRATION</p> <ul style="list-style-type: none"> • Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL: https://etenders.gov.in/eprocure/app by clicking on “Online Bidder Enrollment”. Enrolment on the CPP Portal is free of charge. • As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. • Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. • Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) https://eprocure.gov.in/eprocure/app with their profile. • Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. • Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken. |
| C | Searching for tender documents | <ul style="list-style-type: none"> • There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal. • Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. • The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk. |
| D | Preparation of bids | <ul style="list-style-type: none"> • Bidder should take into account any corrigendum published on the tender document before submitting their bids. • Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. • Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option. • To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while |

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| | | | submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. |
| E | Submission of bids | : | <ul style="list-style-type: none"> • Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. • The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. • A standard BOQ format has been provided in Annexure-C with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected. • The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. • The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. • The uploaded tender documents become readable only after the tender opening by the authorized bid openers. • Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. • Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet. |
| F | Assistance to bidders | : | <ul style="list-style-type: none"> • Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. • Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005] |
| G | General Instructions to the Bidders | : | <ul style="list-style-type: none"> • The tenders will be received online through portal https://etenders.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in single pdf file. • Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app • Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the "Information about DSC". |
| H | Earnest Money Deposit (EMD) | | <p>i. EMD of INR 3,00,000/- (Rupees three lakhs only) should be transferred through NEFT/RTGS to the following bank account on or before 21.06.2023 before 2:00 p.m.</p> <p style="padding-left: 40px;">Name : Registrar IIT Madras Bank : State Bank of India Account No. : 10620824305 Branch : IIT MADRAS IFSC CODE : SBIN0001055</p> <p>ii. As per O.M. No.F.1/2/2022-PPD Dated 01.04.2022, the EMD will be returned to the unsuccessful Bidder(s), within 30 days after declaration of result of first stage i.e. technical evaluation etc. The EMD shall be forfeited if any Bidder withdraws the offer before finalization of the tender.</p> <p>The EMD amount should not be sent through Demand Draft.</p> |

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| | | <p>iii. Non-submission of EMD details on or before the due date and time will result in rejection of the e-bid.</p> <p>iv. As per Rule 170 of GFR 2017, exemption of EMD will be given subject to submission of document proof by the firm seeking such exemption. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document.</p> <p>The successful bidder shall submit a Performance Security of Rs.3,00,000/- (Rupees three Lakhs only) in the form of DD/ Bank Guarantee (including e-Bank Guarantee)/FDR/Insurance Surety Bonds in favour of “The Registrar, IIT Madras” to be obtained from any commercial bank within 15 (fifteen) days from the date of issue of Order by IIT Madras, which shall be released on expiry/termination of the contract after adjustment of dues, if any without any interest.</p> <p>In case of successful bidder, the EMD will be adjusted towards the Performance Security Deposit on request.</p> <p>The amount of EMD is liable to be forfeited, if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.</p> |
| I | Marking on Technical Bid | : <p>i. The pre-qualification criteria, technical specification of the item for this tender is given in Annexure A. The Bidders shall go through the pre-qualification criteria, technical specification and submit the technical bid in the proforma given in Annexure B in the tender document along with the supporting documents.</p> <p>ii. The Technical bid should be submitted in pdf format only through online (e-tender). No manual submission of bid will be entertained.</p> <p>iii. The technical bid should have the page-wise heading as “Technical Bid” and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.</p> <p>iv. The technical bid should consist of</p> <p>a) Document proof for EMD payment</p> <p>b) Technical Compliance sheet as per proforma given in Annexure -B</p> <p>c) Document proof for pre-qualification criteria, technical details along with catalogue / brochure and other technical, commercial terms and conditions.</p> |
| J | Marking on Financial Bid | : Financial bid (BOQ) should be submitted in the prescribed format given in Annexure-C in xls format through e-tender only. No manual or other form of submission of Financial Bid will be entertained. |
| 2 | Preparation of Tender: | |
| | <ul style="list-style-type: none"> • The bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately. • The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status shall be indicated below the signature along with official seal/stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of the bid submitted by the firm. • The bids of the agency/firm/company not in possession of valid statutory license / registrations are liable for rejection. • If any relative of the bidder is an employee of the IIT Madras, the name, designation and relationship of such employee shall be intimated to the Registrar, IIT Madras in writing while submitting the bid. • No bidder will be allowed to withdraw / alter / modify the bid during the bid validity period. | |
| 3 | Signing of Tender: | |
| | <p>The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids required to be signed and bears the official seal of the Bidders.</p> <p>If the bid is submitted by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.</p> | |

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| | If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The bidder shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public. |
| 4 | Period for which the offer will remain open: The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day. |
| 5 | Prices: <ul style="list-style-type: none"> • The prices quoted must be considering all scope of work, terms & conditions mentioned in Annexure A and inclusive of GST and other statutory levies • All conditional tenders will be summarily rejected. • Quote should be in INR only |
| 6 | Terms and Conditions: Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will lead to rejection of offers. |
| 7 | Right of Acceptance: IIT Madras reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full. |
| 8 | Communication of Acceptance: Letter of Intimation and acceptance will be communicated by post /email to the successful bidder to the address indicated in the bid. |
| 9 | Duration of the contract: Initially, the contract will be awarded for one year. The period may be further extended up to a maximum of another two years on annual basis depending on the satisfactory performance and as recommended by the Contract Monitoring Committee. |
| 10 | All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through CPP portal. In terms of Rule 173 (iv) of General Financial Rule 2017, the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids. |
| 11 | Conditions of contract: Bidder should quote on the basis of the conditions referred to in the invitation to tender and tender documents. |
| 12 | Bidder shall submit along with this Tender: Name and full address of the Banker & their swift code, PAN No. and GSTIN number. |
| 13 | Jurisdiction: All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of tender is issued. |
| 14 | Dispute Settlement: <ul style="list-style-type: none"> • It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIT Madras whose decision shall be final and binding on both the parties. • It is also agreed that in case of any disagreements / disputes in connection with the Arbitrator's award, the same shall be settled under the Court of Law with its jurisdiction at Chennai. The resultant contract will be interpreted under Indian Laws. |
| 15 | Breach of Terms and Conditions: IITM may, without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder, terminate the contract in whole or part: <ol style="list-style-type: none"> a) If the bidder fails to provide any or all of the services within the period(s) specified in the contract. b) If the bidder fails to perform any other obligation(s) under the contract. c) If the bidder has engaged corrupt or fraudulent or unethical practices in competing for or in executing the contract. |
| 16 | Right of IIT Madras <ul style="list-style-type: none"> • The Registrar, IIT Madras reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties. • The Registrar, IIT Madras reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his / her decision shall be final and binding on the Tenderer. • The Registrar, IIT Madras 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. • The Registrar, IIT Madras reserves the right to award the contract either to one or more than one contractors / operators. Empanelment of more than one contractor/operator will be done only if the technically qualified contractor/operator agrees to match the L-1 rate. |
| 17 | Penalty & Liquidated Damages / Force Majeure: |

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| | <p>If the selected Bidder fails to complete the due performance of the contract in accordance with the terms and conditions, Institute reserves the right either to cancel the contract or to accept performance already made by the selected Bidder after imposing Penalty on Selected Bidder. A penalty will be calculated on a per week basis and on the same Rate as applicable to Liquidated Damages (LD). In case of termination of the contract, Institute reserves the right to recover an amount equal to 5% of the Contract value as Liquidated Damages for non-performance.</p> <p>Both Penalty and Liquidated Damages are independent of each other and are applied separately and concurrently.</p> <p>Penalty and LD are not applicable for reasons attributable to the Institute and Force Majeure. However, it is the responsibility of the selected Bidder to prove that the delay is attributable to the Institute and Force Majeure. The selected Bidder shall submit the proof authenticated by the Bidder and Institute's official that the delay is attributed to the Institute and/or Force Majeure along with the bills requesting payment.</p> |
| 18 | <p>The bidder shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation is found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.</p> |
| 19 | <p>The bidder shall study the scope of work and Technical Bid in detail as given in Annexure A before submitting the bid.</p> |
| 20 | <p>Pre-Qualification Criteria:</p> <p>Eligibility Criteria-I</p> <ol style="list-style-type: none"> 1. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure – D. 2. Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per Annexure – E. <p>Eligibility Criteria-II</p> <ol style="list-style-type: none"> 1. The tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in Annexure – F. 2. Operation desk should be located within 8 kms from the IIT Madras Main-in-Gate (Number of Kilometres from the garage to IIT Madras Main-in-Gate). Garage location proof to be submitted. 3. The bidder should be in the business for minimum 3 years' (Necessary document proof should be attached i.e. Registration certificate of the firm / company). 4. The bidder should have filed the Income tax returns for last 3 years i.e. 2019-20, 2020-21 and 2021-22 (Annual account statement should be attached). 5. The bidder should have minimum of 5 cars/vans registered in the name of the Company or in the name of the Proprietor of the Company with make year on 2020 or later and the model / name of the vehicle to be specified in the Appendix – A. <p>Copies of the documents listed below should be submitted as a proof for the above criteria:</p> <ol style="list-style-type: none"> a. List of Vans and Buses owned in the name of the company / Proprietor with make & model (Minimum 5 cars / vans make should be 2020 or later) b. Details of R.C & Insurance documents of vehicles available c. The bidder should submit a copy of proof for GST and PAN Registration. <ol style="list-style-type: none"> 6. The bidder should have handled at least two contracts with Central/State Govt./Autonomous Institutions/Reputed firms, etc., for hiring of taxi service for last three years, i.e. 2020-21, 2021-22 and 2022-23 <p>Copies of the documents listed below should be submitted as a proof for the above work experience:</p> <ol style="list-style-type: none"> a. Work Order |

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| | b. Work Completion Certificates / or User Performance Certificate from End User |
| 21 | <p>Number of Bids and their Submission:</p> <p>The bidders should submit the bids in two bid system as detailed below:</p> <p>Bid I Technical Bid</p> <p>The technical bid should consist of Pre-Qualification Criteria (Eligibility Criteria I & II), Scope of Work and Additional Terms and Conditions (as per Annexure-A) along with all relevant document proof only.</p> <p>The bidder should go through the Technical Bid given in Annexure-A of the tender document, understand the requirement of IITM and submit their technical bid covering the details along with all relevant document proof as per the proforma given in Annexure-B.</p> <p>Bid II Financial Bid</p> <p>The financial bid should be submitted in excel format (BoQ) as per the Proforma in Annexure C and upload in the CPP e-procurement portal. The quoted price should inclusive of GST and other statutory levies.</p> <p>Bidder should quote prices in BOQ only, bids indicating rates anywhere else shall be liable for rejection.</p> |
| 23 | <p>Evaluation of Bids:</p> <p>Bid Evaluation will take place in two stages.</p> <p>Stage I: Technical Bid evaluation</p> <ol style="list-style-type: none"> 1. Bidders will be evaluated first for conformity with Eligibility Criteria-I and those bidders who have complied will alone be evaluated further. 2. The bidders who have qualified in Eligibility Criteria – I will be evaluated for Eligibility Criteria-II and technical specification offered by the bidders will be evaluated by the technical committee. Only those bidders who have fully complied with Eligibility Criteria I, II and technical specification will be considered for opening of financial bid. <p>Stage II: Financial Bid Evaluation and Award of order</p> <p>The lowest rate quoted for each line item by the technically qualified bidder will be taken up as a benchmark rate and cross offering of lowest rate will be done to the other technically qualified bidders. The bidder(s) who matches the L1 rate for all line item will be awarded with the contract.</p> <p>IIT Madras reserves the right to award the contract either to one or more than one contractors / operators. Empanelment of more than one contractor/operator will be done only if the technically qualified contractor/operator agrees to match the L-1 rate.</p> |
| 24 | <p>Execution of Contract and Security Deposit</p> <ul style="list-style-type: none"> • A formal contract shall be entered into with successful bidder. • Declaration of Non-Black listing to be executed & attested by Public Notary / Executive Magistrate on Rs.100/- stamp paper only by the successful bidder as per Annexure – G. • The Security deposit will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the Institute on account of failure or negligence on the part of employees of contractor. |

Sd/-
Assistant Registrar
Stores and Purchase

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under “Scope of Work, Specification, Terms and Conditions” and additional terms & conditions” of tender document, the same is abided and agreed to be executed. In case, if the above information is found false, I/We are fully aware that the tender /order will be rejected / cancelled by IIT Madras.

Signature of the Bidder
Name & Address of the Bidder
with Office Stamp

SCHEDULE OF TENDER

EMPANELMENT FOR HIRING OF TOURIST VEHICLES BY IIT MADRAS

IITM/SPS/Hiring of Vehicles/007/2023-24/SPL

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| Name of Organization | Indian Institute of Technology Madras |
| Tender Type (Open/Limited/EOI/Auction/Single) | OPEN |
| Tender Category (Services/Goods/Works) | Services |
| Type/Form of Contract (Work/Supply/Auction/ Service/ Buy/ Empanelment/ Sell) | Services |
| Name of the Service | Empanelment for Hiring of Tourist Vehicles by IIT Madras |
| Source of Fund (Institute/Project) | IIT Madras |
| Is Multi Currency Allowed | No |
| Date of Issue/Publishing | 31.05.2023 |
| Document Download Start Date | 31.05.2023 |
| Document Download End Date | 21.06.2023 |
| Prebid Meeting via Google Meet | 05.06.2023 |
| Bid Submission Start Date | 09.06.2023 |
| Last Date and Time for Uploading of Bids | 21.06.2023 |
| Date and Time of Tender Opening | 22.06.2023 |
| No. of Covers (1/2/3/4) | 2 |
| Bid Validity days (180/120/90/60/30) | 120 Days |
| Address for Communication | The Assistant Registrar Stores & Purchase Section IIT Madras Chennai – 600 036 |
| Contact No. | For Queries : 044- 2257 8285 / 8287/8288 |
| Email Address | adstores@iitm.ac.in |

EMPANELMENT FOR HIRING OF TOURIST VEHICLES BY IIT MADRAS

IITM/SPS/Hiring of Vehicles/007/2023-24/SPL

TECHNICAL BIDI - SCOPE OF WORK

1. **Service:** The service includes hiring of vehicles for the official purpose of the institute on request.
2. **Reporting Place:** Cab operators will be called over phone to provide the cab service as and when required. Vehicle should reach the concerned person, whenever requested, at agreed time/Place.
3. **Verification of Call:** The operator while attending the call has to note down the called number for verification again. Then they have to ensure whether the booking is for project/official or personal use.
4. **Counting of Distance:** The driver should ensure that the entries of the starting and closing kilometre and time are entered by the user of the car, which should accompany the bill. The mileage to be counted from pick up to drop location and payment to be charged as per actuals.

ADDITIONAL TERMS AND CONDITIONS:

The contract shall be valid for a period of one year from the date of signing of agreement. The fuel cost (Diesel) will be taken into account for review of the rates and renewal of the contract.

1. Only well maintained vehicles, in good condition should be sent on request. There should not be any rattling noise. If the condition of the vehicle is not satisfactory, the same will be sent back by the user and no payment will be made.
2. All the vehicles being hired under this contract should have been authorized by Regional Transport Office to run as Tourist Car/Bus/Van.
3. The bidder should make necessary arrangement to obtain interstate permit for interstate travel.
4. In case of emergency i.e. breakdown en-route, bidder shall have to arrange for alternate vehicle for escorting persons and materials.
5. The vehicles provided by the vendor should have valid comprehensive insurance policy.
6. The drivers of the vehicles should always have valid appropriate license in possession to drive transport vehicle. They should be neat, well-dressed and courteous and should not be under the influence of alcohol or any drugs.
7. If any complaint is received from the user of the vehicle on any account, this contract will be terminated by giving 14 days' notice.
8. Under normal circumstances, request for hiring of vehicle shall not be refused.
9. No Sub-contracting is permissible.
10. Transport Cell of the Institute shall be single point of contact for successful tenderer for accepting bookings on behalf of IIT Madras.
11. Bills and Payments: Bills are to be submitted to IIT Madras within a week of hiring of the vehicles and should clearly indicate the major places of visit, distance covered and duration of the visit duly certified by the user/his representatives. Delay in submission of Bills will not be entertained.
12. **Price Revision:** No escalation is admissible on any account whatsoever during the first three months of the contract. After three months of contract a rate increase/decrease in hire charges due to variation in fuel rates will be worked out @ 0.10 paise per km from the approved base rate will be permitted for cumulative increase/decrease of Re.1/- per litre in diesel price once in three months.

13. By virtue of this agreement no relationship of employees and employer will be created between the drivers deployed and IIT Madras. It will be the sole responsibility of the contractor to pay salary and other perks to its drivers and no complaints by any of its drivers in this regard will be entertained by IIT Madras.
14. IIT Madras shall have no direct liability arising out of such negligent, rash and impetuous driving which is an offence under Section 29 of IPC and any loss caused to IIT Madras have to be suitably compensated by contractor.
15. General:
 - a. The Institute is not responsible for any damage to the vehicle while on the services to this Institute.
 - b. Applicable TDS will be deducted as per rules from the charges payable and a statement will be given every quarter.
 - c. Please ensure that your establishment is registered under GST and the GST registration number should be provided.
 - d. IIT Madras reserves the right to cancel the contract without assigning any reason therefor.
 - e. Mere awarding the contract does not entitle the Company to demand for engaging the vehicle from them alone

II – Pre-Qualification Criteria:

Eligibility Criteria-I:

1. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in **Annexure – D**.
2. Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per **Annexure – E**.

Eligibility Criteria-II

1. The tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is **pending** against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in **Annexure – F**.
2. Operation desk should be located within 8 kms from the IIT Madras Main-in-Gate (Number of Kilometres from the garage to IIT Madras Main-in-Gate). Garage location proof to be submitted.
3. The bidder should be in the business for minimum 3 years' (Necessary document proof should be attached i.e. Registration certificate of the firm / company).
4. The bidder should have filed the Income tax returns for last 3 years i.e. 2019-20, 2020-21 and 2021-22 (Annual account statement should be attached).
5. The bidder should have minimum of 5 cars/vans registered in the name of the Company or in the name of the Proprietor of the Company with make year on 2020 or later and the model / name of the vehicle to be specified in the **Appendix – A**.

Copies of the documents listed below should be submitted as a proof for the above criteria:

- a. List of Vans and Buses owned in the name of the company / Proprietor with make & model (Minimum 5 cars / vans make should be 2020 or later)
- b. Details of R.C & Insurance documents of vehicles available
- c. The bidder should submit a copy of proof for GST and PAN Registration.
6. The bidder should have handled at least two contracts with Central/State Govt./Autonomous Institutions/Reputed firms, etc., for hiring of taxi service for last three years, i.e. 2020-21, 2021-22 and 2022-23

Copies of the documents listed below should be submitted as a proof for the above work experience:

- Work Order
- Work Completion Certificates / or User Performance Certificate from End User

III - TECHNICAL SPECIFICATION:

| Sl. No. | Item Description | Sedan (AC) with mid-size design | Premium Sedan (AC) with executive design | SUV Cars (AC) | Premium SUV Cars (AC) | Van | Tempo Traveller | | BUS 32 seater | | BUS 40-45 seater | |
|---------|--|---|---|--|--|------------|-----------------|------------|---------------|------------|------------------|------------|
| | | Wagon R Honda Amaze, Maruti Suzuki Dzire, Tata Tigor, Hyundai Xcent, , Volkswagen Ameo, Tata Zest, Nissan Sunny, Toyota Etios, or equivalent | Maruti Suzuki Ciaz, Honda city, Volkswag en Vento Toyota Corolla, Hyundai Verna, or equivalent | Maruti Suzuki Ertiga, Maruti Suzuki Vitara Brezza, Maruti Suzuki XL6, Hyundai Creta, Renault Duster, or equivalent | Toyota Innova, Innova Xylo, Innova Crysta, Tata Aria, Tata Hexa, Honda CR- V or equivalent | NON- AC | AC | NON- AC | AC | NON- AC | AC | NON- AC |
| 1 | For Chennai Airport/Chennai Central/Egmore Railway stations | | | | | | | | | | | |
| 1.01 | 3 hours & 35 kms | | | | | | | | | | | |
| 2 | For Local Trips | | | | | | | | | | | |
| 2.01 | 3 hours & 35 kms | | | | | | | | | | | |
| 2.02 | 5 hours & 50 kms | | | | | | | | | | | |
| 2.03 | 10 hours & 100 kms | | | | | | | | | | | |
| 2.04 | 12 hours & 120 kms | | | | | | | | | | | |
| 2.05 | 15 hours & 150 kms | | | | | | | | | | | |
| 3 | For Outstation Trips | | | | | | | | | | | |
| 3.01 | Per day covering 250 kms | | | | | | | | | | | |

- 7 hours & above will be treated as 10 hours & above 12 hours will be treated as 15 hours
- For outstation trip minimum 250Kms will be calculated as per calendar day
- Time & Kms will be calculated from pick up to drop location.
- Parking Charges, Toll fee, Inter State permit charges etc. on actuals
- GST as per Government of India orders

Sd/-
Assistant Registrar
Stores and Purchase

PROFORMA FOR TECHNICAL BID**EMPANELMENT FOR HIRING OF TOURIST VEHICLES BY IIT MADRAS
IITM/SPS/Hiring of Vehicles/007/2023-24/SPL**

| | | | |
|---|---|------------|--|
| 1 | Name of the Company / Agency | | |
| 2 | Name of the Director / Proprietor | | |
| 3 | Type of Ownership Proprietorship / Partnership / Registered firm / Body Corporate | | |
| 4 | Full address of the Registered Office | | |
| 5 | Date of Registration of the Company with registration number (Enclose copy) | | |
| 6 | Contact Numbers | Office No. | |
| | | Mobile No. | |
| 7 | Email ID | | |

Pre-Qualification Criteria**ELIGIBILITY CRITERIA – I**

| Sl. No. | Description | Compliance (Yes/No) | Page Ref.No. |
|----------------|--|----------------------------|---------------------|
| 1. | The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure – D . | | |
| 2. | Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per Annexure – E . | | |

II. ELIGIBILITY CRITERIA – II

| Sl. No. | Description | Compliance (Yes/No) | Page Ref.No. |
|----------------|--|----------------------------|---------------------|
| 1. | The tender participating firm nor any of its partner has been blacklisted / debarred /involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police. A self-declaration format given in Annexure – F . | | |
| 2. | Operation desk should be located within 8 kms from the IIT Madras Main-in-Gate (Number of Kilometres from the garage to IIT Madras Main-in-Gate). Garage location proof to be submitted. | | |

| | | | |
|----|--|--|--|
| 3. | The bidder should be in the business for minimum 3 years' (Necessary document proof should be attached i.e. Registration certificate of the firm / company). | | |
| 4. | The bidder should have filed the Income tax returns for last 3 years i.e. 2019-20, 2020-21 and 2021-22 (Annual account statement should be attached). | | |
| 5. | <p>The bidder should have minimum of 5 cars/vans registered in the name of the Company or in the name of the Proprietor of the Company with make year on 2020 or later and the model / name of the vehicle to be specified in the Appendix-A.</p> <p>Copies of the documents listed below should be submitted as a proof for the above criteria:</p> <ul style="list-style-type: none"> a. List of Vans and Buses owned in the name of the company / Proprietor with make & model (Minimum 5 cars / vans make should be 2020 or later) b. Details of R.C & Insurance documents of vehicles available c. The bidder should submit proof of copy of GST and PAN Registration. | | |
| 6. | <p>The bidder should have handled at least two contracts with Central/State Govt./Autonomous Institutions/Reputed firms, etc., for hiring of taxi service for last three years, i.e. 2020-21, 2021-22 and 2022-23</p> <p>Copies of the documents listed below should be submitted as a proof for the above work experience:</p> <ul style="list-style-type: none"> i. Work Order ii. Work Completion Certificates or /User Performance Certificate from End User | | |

III - Technical Compliance Sheet (the bidder should provide compliance for each category):

| Sl. No. | Item Description | Sedan (AC) with mid-size design | Premium Sedan (AC) with executive design | SUV Cars (AC) | Premium SUV Cars (AC) | Van | Tempo Traveller | | BUS 32 seater | | BUS 40-45 seater | | Compliance (YES / No) |
|---------|--|---|--|--|---|--------|-----------------|--------|---------------|--------|------------------|--------|-----------------------|
| | | Wagon R, Honda Amaze, Maruti Suzuki Dzire, Tata Tigor, Hyundai Xcent, Volkswagen Ameo, Tata Zest, Nissan Sunny, Toyota Etios, or equivalent | Maruti Suzuki Ciaz, Honda city, Volkswagen Vento, Toyota Corolla, Hyundai Verna, or equivalent | Maruti Suzuki Ertiga, Maruti Suzuki Vitara Brezza, Maruti Suzuki XL6, Hyundai Creta, Renault Duster, or equivalent | Toyota Innova, Innova Xylo, Innova Crysta, Tata Aria, Tata Hexa, Honda CR-V or equivalent | NON-AC | AC | NON-AC | AC | NON-AC | AC | NON-AC | |
| 1 | For Chennai Airport/Chennai Central/Egmore Railway stations | | | | | | | | | | | | |
| 1.01 | 3 hours & 35 kms | | | | | | | | | | | | |
| 2 | For Local Trips | | | | | | | | | | | | |
| 2.01 | 3 hours & 35 kms | | | | | | | | | | | | |
| 2.02 | 5 hours & 50 kms | | | | | | | | | | | | |
| 2.03 | 10 hours & 100 kms | | | | | | | | | | | | |
| 2.04 | 12 hours & 120 kms | | | | | | | | | | | | |
| 2.05 | 15 hours & 150 kms | | | | | | | | | | | | |
| 3 | For Outstation Trips | | | | | | | | | | | | |
| 3.01 | Per day covering 250 kms | | | | | | | | | | | | |

- 7 hours & above will be treated as 10 hours & above 12 hours will be treated as 15 hours
- For outstation trip minimum 250Kms will be calculated as per calendar day
- Time & Kms will be calculated from pick up to drop location.
- Parking Charges, Toll fee, Inter State permit charges etc. on actuals
- GST as per Government of India orders

The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format.

Place:
Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

EMPANELMENT FOR HIRING OF TOURIST VEHICLES BY IIT MADRAS**IITM/SPS/Hiring of Vehicles/007/2023-24/SPL***(Copies of relevant documents may be enclosed)*

| Sl. No. | Vehicles | Year of Make on 2020 or later (Minimum of 5 Cars / Vans) | Name of the Vehicle with Model No. |
|---------|---|---|------------------------------------|
| 1. | Sedan (AC) with mid-size design Wagon R, Honda Amaze, Maruti Suzuki Dzire, Tata Tigor, Hyundai Xcent, Volkswagen Ameo, Tata Zest, Nissan Sunny, Toyota Etios, or equivalent | | |
| 2. | Premium Sedan (AC) with executive design Maruti Suzuki Ciaz, Honda city, Volkswagen Vento Toyota Corolla, Hyundai Verna, or equivalent | | |
| 3. | SUV Cars (AC) Maruti Suzuki Ertiga, Maruti Suzuki Vitara Brezza, Maruti Suzuki XL6, Hyundai Creta, Renault Duster, or equivalent | | |
| 4. | Premium SUV Cars (AC) Toyota Innova, Innova Xylo, Innova Crysta, Tata Aria, Tata Hexa, Honda CR-V or equivalent | | |
| 5. | Van | | |
| 6. | Tempo Traveller | | |
| 7. | Bus (32 Seater) | | |
| 8. | Bus (40-45 Seater) | | |

Certified that the above furnished information is true and correct. IIT Madras is permitted to verify the abovedetails from any of the clients listed above.

Note:

The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format.

Place:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

PROFORMA FOR FINANCIAL BID (BOQ)
(Inclusive of GST and other statutory levies)
EMPANELMENT FOR HIRING OF TOURIST VEHICLES BY IIT MADRAS
IITM/SPS/Hiring of Vehicles/007/2023-24/SPL

| Sl. No. | Item Description | Sedan (AC) with mid-size design | Premium Sedan (AC) with executive design | SUV Cars (AC) | Premium SUV Cars (AC) | Van | Tempo Traveller | | BUS 32 seater | | BUS 40-45 seater | |
|----------|--|---|--|--|---|---------|-----------------|---------|---------------|--------|------------------|--------|
| | | | | | | | AC | NO N-AC | AC | NON-AC | AC | NON-AC |
| | | Wagon R, Honda Amaze, Maruti Suzuki Dzire, Tata Tigor, Hyundai Xcent, Volkswagen Ameo, Tata Zest, Nissan Sunny, Toyota Etios, or equivalent | Maruti Suzuki Ciaz, Honda city, Volkswagen Vento, Toyota Corolla, Hyundai Verna, or equivalent | Maruti Suzuki Ertiga, Maruti Suzuki Vitara Brezza, Maruti Suzuki XL6, Hyundai Creta, Renault Duster, or equivalent | Toyota Innova, Innova Xylo, Innova Crysta, Tata Aria, Tata Hexa, Honda CR-V or equivalent | NO N-AC | AC | NO N-AC | AC | NON-AC | AC | NON-AC |
| 1 | For Chennai Airport/Chennai Central/Egmore Railway stations (in Rupees) | | | | | | | | | | | |
| 1.01 | 3 hours & 35 kms | | | | | | | | | | | |
| 1.02 | Rate for extra kms | | | | | | | | | | | |
| 1.03 | Rate for extra hour | | | | | | | | | | | |
| 2 | For Local Trips (in Rupees) | | | | | | | | | | | |
| 2.01 | 3 hours & 35 kms | | | | | | | | | | | |
| 2.02 | 5 hours & 50 kms | | | | | | | | | | | |
| 2.03 | 10 hours & 100 kms | | | | | | | | | | | |
| 2.04 | 12 hours & 120 kms | | | | | | | | | | | |
| 2.05 | 15 hours & 150 kms | | | | | | | | | | | |
| 2.06 | Rate for extra kms | | | | | | | | | | | |
| 2.07 | Rate for extra hours | | | | | | | | | | | |
| 3 | For Outstation Trips - Per day covering 250 kms (in Rupees) | | | | | | | | | | | |
| 3.01 | Per km rate | | | | | | | | | | | |
| 3.02 | Driver Bata | | | | | | | | | | | |
| 3.03 | Night halt per day | | | | | | | | | | | |
| 3.04 | Extra amount per km beyond 250 kms | | | | | | | | | | | |

- 7 hours & above will be treated as 10 hours & above 12 hours will be treated as 15 hours
- For outstation trip minimum 250Kms will be calculated as per calendar day
- Time & Kms will be calculated from pick up to drop location.
- Parking Charges, Toll fee Inter State permit charges etc. on actuals
- GST as per Government of India orders

Place:
Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

(To be given on the letter head of the bidder)

No. _____

Dated: _____

CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from _____ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfill all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Place:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

**FORMAT FOR SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY
(PREFERENCE TO MAKE IN INDIA) 2017**

Tender Reference No.
Name of the Service:

Date: _____

I/We _____
S/o, D/o, W/o, _____
resident of _____ hereby solemnly
affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

| Tick (✓) and Fill the Appropriate Category | |
|--|--|
| <input type="checkbox"/> | I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under “Class-I Local Supplier” category. |
| <input type="checkbox"/> | I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under “Class-II Local Supplier” category. |

The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Percentage of Local content : _____ %**
Location at which value addition done :

For and on behalf of (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.

** Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition

<Insert Name, Designation and Contact No.>

(To be given on the letter head of the bidder)

Self-Declaration that the Service Provider has not been Blacklisted

I
.....

S/o R/o police station
.....District

Director/ partner/ sole proprietor (Strike out whichever is not applicable) of

..... (Firm or Company) do hereby declare and solemnly affirm:

- I. That the Firm has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has anyconnection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:
Date:

Signature of the Bidder
Name & Address of the
Bidder with Office
Stamp

(To be executed & Attested by Public Notary / Executive Magistrate on Rs.100/- Stamp paper by the successful bidder)

**DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING PART IN GOVT. TENDER
BY IIT MADRAS / GOVT. DEPT.**

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / company name M/s. _____ has not been blacklisted or debarred in the past by IIT Madras or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / company name M/s. _____ was blacklisted or debarred in the past by IIT Madras Government organization from taking part in Government tenders for a period of _____ years w.e.f _____

The period is over on _____ and now the firm / company is entitled to take in Government tenders.

In case, if the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by IIT Madras and shall be forfeited.

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

Signature: _____

Name: _____

Capacity in which as signed: _____

Name & Address of the firm: _____

Place:

Seal of the firm should be affixed