



भारतीय प्रौद्योगि की संस्थान मद्रास चेन्नै 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



Tender No. IITM/SPS/Hiring of Vehicles/0001/2023-24/SPL

Date: 13.10.2023

Due Date: 27.10.2023
Before 3.00 p.m.

Dear Sir / Madam,

Sub: Tender for Empanelment for Hiring of Tourist Vehicles by IIT Madras – Reg.

On behalf of the IIT Madras, sealed quotations are invited in the prescribed format for Empanelment for Hiring of Tourist Vehicles by IIT Madras as per the following details:

a)	Schedule - A	Terms & Conditions
c)	Annexure - A	Technical Bid
e)	Annexure – B	Proforma for Technical Bid
f)	Appendix – A	Details of Vehicles
g)	Annexure – C	Proforma for Financial Bid (BOQ)
h)	Annexure – D	Land Border Sharing Certificate
i)	Annexure – E	Local Content Declaration
j)	Annexure – F	Firm Not blacklisted / debarred
h)	Annexure – G	DECLARATION REGARDING BLACKLISTING

Sd/-
Assistant Registrar
Stores and Purchase



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TENDER DOCUMENT

NAME OF WORK	:	Tender for Empanelment for Hiring of Tourist Vehicles by IIT Madras
VALIDITY OF THE TENDER	:	120 days from the date of opening of the tender.
Earnest Money Deposit (EMD)	:	Rs.3,00,000/- (Rupees two lakhs only)
Performance Security Deposit	:	Rs.3,00,000/- (Rupees two lakhs only)
PRE-BID MEETING	:	Pre-bid Meeting will be conducted via Google Meet on 18.10.2023 @ 3.00 p.m. Please see the below link to join the meeting https://meet.google.com/ete-rmoo-xue
LAST DATE FOR SUBMISSION OF TENDER DOCUMENTS	:	27.10.2023 @ 3.00 p.m.
ADDRESS FOR SUBMISSION OF TENDER	:	The Assistant Registrar, Stores and Purchase Section 3 rd Floor, Admin Building IIT Madras, Chennai 600036.
DATE OF OPENING OF TECHNICAL BID AND VENUE	:	27.10.2023 @ 4.00 p.m. Venue: Conference Room, 3 rd Floor, Administration Building, IIT Madras
DATE OF OPENING OF FINANCIAL BID	:	Bidders who have qualified in Technical evaluation, will be called for opening of Financial Bid. The date and time will be intimated later to the bidders.

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TENDER FOR EMPANELMENT FOR HIRING OF TOURIST VEHICLES BY IIT MADRAS

TERMS AND CONDITIONS

1. IIT Madras invites bidders to Empanelment for Hiring of Tourist Vehicles by IIT Madras to hire vehicles for the official purpose of the institute on request as per the scope of the work in **Annexure A**.
2. This document is also available in the following websites
<http://tenders.iitm.ac.in>
<https://eprocure.gov.in/epublish/app> (CPP Portal)
3. **Preparation of bids:** The tender should be submitted as two-bid system i.e. Technical bid and Financial bid in two separate envelopes and these two envelopes have to be sealed in a single big envelope.
4. **Submission of tender:** The tender shall be sent to the address mentioned below, either by post or by courier (duly sealed and superscribed on the envelope with the bidder email id, contact nos., tender reference nos., due date and time before the due date and time specified in the schedule. The offer / bid can also be dropped in the tender box on or before the due date and time specified.

**The Assistant Registrar,
Stores and Purchase Section
3rd Floor, Admin Building
IIT Madras,
Chennai 600036**

5. IIT Madras reserves the right to accept/reject any or all the tenders without assigning any reason thereof.
6. EMD of INR 3,00,000/- (Rupees Two Lakhs only) should be transferred through NEFT/RTGS to the following bank account on or before **27.10.2023 before 3:00 p.m.** Proof of transfer of EMD to IIT Madras account should be submitted along with Technical bid.

**Name : The Registrar IIT Madras
Bank : State Bank of India
Account No. : 10620824305
Branch : IIT MADRAS
IFSC CODE : SBIN0001055**

7. As per Rule 170 of GFR 2017, exemption of EMD will be given subject to submission of undertaking by the firm seeking such exemption. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document.
8. 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. Tenders without EMD will be summarily rejected.
9. The successful bidder shall submit a **Performance Security amount of Rs.3,00,000/- (Rupees Three lakhs only)** in favour of "**The Registrar, IIT Madras**" within 14 (fourteen) 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.
10. The Tenders will be opened on **27.10.2023 at 4.00 p.m.** in the Stores and Purchase Section, of Administration Building, IITM on the same day. Bidders or their authorized representatives may be present during the opening of Tenders. All the Tenders will be opened on that day even if a Bidder or his authorized representative is not present at that time.
11. The Tenders received after the due date and time will not be considered and the same will be returned unopened to the respective bidders.
12. Bidders shall agree to keep their offer open for 120 (One Hundred Twenty) days from the date of opening of Tenders and not make any modifications in the stated terms and conditions.
13. The participating bidders should undertake to acknowledge that they have gone through all the Schedules and Annexures of this Tender document and agree to abide by them.
14. IIT Madras reserves the right to shortlist/reject any or all the tenders and accept the whole or any part of a tender without assigning any reason therefore.

15. Any legal disputes arising out of this tender process shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.
16. The successful bidder shall execute an Agreement with the IITM accepting the terms and conditions as listed in various Schedules. The Agreement can be terminated by either side with a notice of one month.
17. **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

18. Penalty & Liquidated Damages / Force Majeure:

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.

Both Penalty and Liquidated Damages are independent of each other and are applied separately and concurrently.

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. **Indemnity clause:** The successful bidder has to take responsibility of issues arising due to un-hygienic, personal hygiene issues and (or) storage of items and any such issues that may cause harm to the customers due to inefficient/improper operation.

19. Dispute Settlement:

- 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.

20. 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:

If the bidder fails to provide any or all of the services within the period(s) specified in the contract.

If the bidder fails to perform any other obligation(s) under the contract.

If the bidder has engaged corrupt or fraudulent or unethical practices in competing for or in executing the contract.

21. The bidder shall study the scope of work and Technical Bid in detail as given in **Annexure A** before submitting the bid.

22. Pre-Qualification Criteria:

A. 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**.

B. 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 in Chennai. Mention the 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. 2020-21, 2021-22 and 2022-23 (Annual account statement should be attached).
5. The bidder should have minimum of 4 cars/vans registered in the name of the Company or in the name of the Proprietor of the Company with make year on 2018 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 4 cars / vans make should be 2018 or later)
 - b. Details of R.C & Insurance documents of vehicles available
 - c. The bidder should have submit a copy of proof for GST and PAN Registration.
6. The bidder should have handled atleast 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:

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

23. Number of Bids and their Submission:

The bidders should submit the bids in two bid system as detailed below:

Bid I Technical Bid

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.

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**.

Bid II Financial Bid

The financial bid should be submitted in excel format (BoQ) as per the Proforma in **Annexure C**. The quoted price should inclusive of GST and other statutory levies.

Bidder should quote prices in BOQ only, bids indicating rates anywhere else shall be liable for rejection.

24. Evaluation of Bids:

Bid Evaluation will take place in two stages.

Stage I: Technical Bid evaluation

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.

Stage II: Financial Bid Evaluation and Award of order

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.

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.

25. Execution of Contract and Security Deposit

- 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.

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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/0001/2023-24/SPL

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	13.10.2023
Document Download Start Date	13.10.2023
Document Download End Date	27.10.2023
Prebid Meeting via Google Meet	18.10.2023
Bid Submission Start Date	13.10.2023
Last Date and Time for Submission of Bids	27.10.2023 @ 3.00 p.m.
Date and Time of Tender Opening	27.10.2023 @4.00 p.m.
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/0001/2023-24/SPL

TECHNICAL BID

I - 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.**

II - 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

III – Pre-Qualification Criteria:

A. 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**.

B. 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 in Chennai. Mention the 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. 2020-21, 2021-22 and 2022-23 (Annual account statement should be attached).
5. The bidder should have minimum of 4 cars/vans registered in the name of the Company or in the name of the Proprietor of the Company with make year on 2018 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 4 cars / vans make should be 2018 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:

- a. Work Order
- b. 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, Volkswage n Vento Toyota Corolla, Hyundai Verna, or equivalent	Maruti Suzuki Ertiga, Maruti Suzuki Vitara Brezza, Maruti Suzuki XL6, Hyunda i Creta, Renault Duster, or equivalent	Toyota Innova, Innova Xylo, Tata Aria, Tata Hexa, Honda CR-V or equivalent	Toyota Crysta	NON-AC	AC	NON-AC	AC	NON-AC	AC	NON-AC
1	For Chennai Airport/Chennai Central/Egmore Railway stations												
1.01	Less than 3 hours & 20 kms												
1.02	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 (mileage) 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/0001/2023-24/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			
A. 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 23 rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24 th 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 16 th 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 .		
B. 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 in Chennai. Mention the number of kilometers 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. 2020-21, 2021-22 and 2022-23 (Annual account statement should be attached).		
5.	The bidder should have minimum of 4 cars/vans registered in the name of the Company or in the name of the Proprietor of the Company with make year on 2018 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 4 cars / vans make should be 2018 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.	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: i. Work Order ii. Work Completion Certificates or /User Performance Certificate from End User		
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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	
		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, Tata Aria, Tata Hexa, Honda CR-V or equivalent	Toyota Crysta	NON-AC	AC	NON-AC	AC	NON-AC	AC	NON-AC
1	For Chennai Airport/Chennai Central/Egmore Railway stations												
1.02	Less than 3 hours & 20 kms												
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 (mileage) 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

APPENDIX – A

EMPANELMENT FOR HIRING OF TOURIST VEHICLES BY IIT MADRAS
IITM/SPS/Hiring of Vehicles/0001/2023-24/SPL

(Copies of relevant documents may be enclosed)

Sl. No.	Vehicles	Year of Make on 2018 or later (Minimum of 4 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, Tata Aria, Tata Hexa, Honda CR-V or equivalent		
5.	Premium SUV Cars (AC) Toyota Crysta		
6.	Van		
7.	Tempo Traveller		
8.	Bus (32 Seater)		
9.	Bus (40-45 Seater)		

Certified that the above furnished information is true and correct. IIT Madras is permitted to verify the above details 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/0001/2023-24/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	NON-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, Tata Aria, Tata Hexa, Honda CR-V or equivalent	Toyota Crysta	NON-AC	AC	NON-AC	AC	NON-AC	AC	NON-AC
1	For Chennai Airport/Chennai Central/Egmore Railway stations (in Rupees)												
1.01	Less than 3 hours 20 kms												
1.02	3 hours & 35 kms												
1.03	Rate for extra kms												
1.04	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 (mileage) 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. IITM/SPS/Hiring of Vehicles/0001/2023-24/SPL
Name of the Service: EMPANELMENT FOR HIRING OF TOURIST VEHICLES BY IIT MADRAS

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 stationDistrict

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 any connection 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