



INDIAN INSTITUTE OF TECHNOLOGY GOA
At GEC Campus, Farmagudi, Ponda - 403401

TENDER FOR “PROVIDING TRANSPORT SERVICES (BUS) AT IIT GOA”

Advt.No.- IITGoa/Trans/2020-21/01

Last Date for Submission : 15:00 Hrs on 03.02.2021

Date & Time of Opening : 15:30 Hrs on 03.02.2021

Notice for Inviting Tender
INDIAN INSTITUTE OF TECHNOLOGY GOA
AT GEC CAMPUS,FARMAGUDI,PONDA-403401

Sealed covers are invited under **Two Bid System** from the bidders who satisfy eligibility conditions for the following work.

Name of the work	Bid Submission Period	Last date of receipt of tender document
Providing“Transport Service at IIT Goa”	13.01.2021	03.02.2021
1) 1 mini bus with minimum 20 seater capacity	To 03.02.2021	Up to 15.00hrs

Pre bid meeting for any clarifications on tender will be on 20/01/2020 at 3.00 PM.

The Tenders forms and other conditions / details can be obtained from Institute website <https://www.iitgoa.ac.in/announce.php?type=tenders>

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**Indian Institute of Technology Goa
Ponda, Goa-431401**

**Tender Notice for Bus Services
(Hiring of Passenger/Tourist Vehicle)**

Advt. No. IIT Goa/Trans/2020-21/01

Indian Institute of Technology Goa herein invites Sealed/Tamper Proof Tenders in **two bid system** from the prospective service providers to provide transport service at IIT GOA.

Detailed tender document along with other details can be downloaded from Institute website www.iitgoa.ac.in/tenders . Duly filled tenders should put in the **Tender box, Transport cell, IIT Goa, GEC Campus, Ponda-403401 on or before 03/02/2021 up to 03:00 PM**. The sealed cover must be superscribed with “Tender for Transport Services (Bus)”.

Registrar

ABOUT IIT GOA

IIT_GOA established in the year 2016 in Goa offering state of the art education and research in science and technology to have impact on society, environment and global challenges.

The mission of IIT Goa is to impart knowledge and provide unique learning experience to prepare students to be responsible leaders, managers, entrepreneurs and professionals who will play a leading role in the sustainable development of Goa and the nation as a whole.

In the short term, IIT Goa will have a strong focus on quality education and advanced multidisciplinary programs, and in the long term, it will progress towards a self-sustaining Institute.

The students, faculty, and staff will steer the institute along the path of excellence to be recognized as a leader in terms of academic quality, multidisciplinary programs, translational research, networking with premier Institutes of different countries, and alumni relations.

1. INTRODUCTION

Indian Institute of Technology Goa invites bids for hiring “Bus Service” to meet the daily need of pick up and drop off facility required for its Faculty/Students/staff.

- 1.1 The contract for hiring of BUS as detailed below will be initially for a period of one year. However, the contract may be extended for a further period up to one years (on year to year basis and upon mutual consent) at the same terms and conditions only if the service of the contractor is found to be satisfactory.**

Sl No	Category	Type of Vehicle	No. of vehicles required
01	Category – 1	Mini Bus (minimum 20 seater)	01

- 1.2** The bid shall be enclosed with the Letter of Undertaking in lieu of EMD as per annexure-C. Tenders submitted without undertaking in lieu of EMD or which does not contain requisite documents, will be summarily rejected.
- 1.3** The Bid Document shall be addressed to: **The Registrar (i/c), Indian Institute of Technology Goa, Goa Engineering College Campus, Farmagudi, Ponda-403401, Goa**
- 1.4** The bids must be sent by Registered/Speed Post so as to reach by **03:00 Noon on 03rd February,2021**. Late bids shall not be accepted under any circumstances.
- 1.5** The bids will be opened at **03.30 PM on 03.02.2021** in the presence of bidders or with the representatives of the bidders, who may wish to be present. One representative of the bidder duly authorized will be permitted to attend the bid opening. The bids will be opened at the specified time and date in the tender document regardless of bidder’s present. Hypothetical/Conditional/Incomplete bids will be summarily rejected.
- 1.6** The bid submitted will be evaluated based on the details of qualifications/ terms and conditions specified in the tender document. The price bid will be considered only for those firms who have qualified in the terms and conditions.

- 1.7 The bid should be signed in all pages** only by the duly authorized signatory (ies) of the entity. The person(s) authorized to sign the tender shall sign on all the pages of the tender and other documents which are required to be submitted.
- 1.8 Liquidated damages:** The successful tenderer shall commence the service within 07 days from the date of receipt of the work order. If the successful tenderer failed to commence the service within 07 days from the date of the receipt of the work order, the Institute shall terminate the contract and the firm shall be debarred from the participation in any tender/contract notified by Indian Institute of Technology, Goa.
- 1.9 The Tenderers are required to submit two separate Bids i.e. – Technical bid and Price bid, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes super scribed “Technical Bid for Transport Services at IIT Goa” and “Financial Bid for Transport Services at IIT Goa”. Both the above said sealed envelopes should be kept in a third envelope sealed and super scribed “Tender for Providing Transport Services at Indian Institute of Technology Goa for the year 2020-21”.**
- 1.10** In case of any clarification , the tenderer may send the same by email to Transport@iitgoa.ac.in and Clarification shall be entertained only till 31.01.2021. In any case, the tenderer will be responsible to bind himself to the terms & conditions, corrigendum (if any), and specifications of the tender document once submitted by him.
- 1.11** The second envelope containing "Financial bid" shall contain only the price bid as per **Annexure-B**
- a) The tenderer should quote his offer in Financial bid envelope. However lowest bidder shall be decided on the basis of total amount. He should not quote his offer anywhere directly or indirectly in Technical Bid envelope. Conditional tender shall be summarily rejected.
- b) The Financial Bid Envelop will be opened only for those tenderers who have qualified upon evaluation of their technical bids. The date and time of opening of financial bid will be informed to the technically qualified bidders.**

2. Instructions to Bidders

- 1) The contracting agency/firm/company should be based at Goa or having its office in Goa
- 2) The bus to be provided should have been purchased on or after **01.01.2017**. The bus should have been duly registered with Transport authority as a **commercial vehicle** with yellow registration number plate.
- 3) The Contractor has to be registered with the GST and should submit a copy of GST registration certificate.
- 4) The rates to be quoted are to be filled in all columns in the proforma given at Annexure-B. The rates quoted shall be fixed and valid for one year from the date of award of contract irrespective of the increase in fuel rates, if any, occurring during the currency of the contract.

* Security Deposit

- 7) The successful bidder shall furnish a security deposit of 3% of the tender value for the work order issued, in the form of an A/C Payee Demand Draft/bank guarantee within 15 days of receipt of the work order
- 8) The Security Deposit will be discharged by the IIT Goa and returned to the Service provider not later than 60 days following the date of completion of the service provider's performance obligations.
- 9) The security deposit shall be payable to the IIT Goa as compensation for any losses resulting from the failure of the service provider to meet out its obligations under the contract. This shall be in addition to any other action/penalty taken by IIT Goa for delays/default/failure the part of the service provider.
- 10) **IIT Goa reserves the right to accept or reject any tender / all tenders and to annul the tendering process, at any time prior to the award of contract, without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground of IIT Goa's action.**

Annexure-A

Technical Bid

* Eligibility Criteria

- 1) The bidder should not have been debarred or black listed by any Government Department/Agency in the past three years on account of fraudulent or corrupt practices or inefficient/ineffective performance. **The bidder should submit an undertaking for this.**
- 2) Bidder should have a valid PAN & GST registration Number. Copies of the same are to be enclosed with tender document.
- 3) Bidder should enclose xerox copies of RC book for respective category of vehicles for having purchased on or after 01.01.2017.
- 4) The vehicle must have valid fitness certificate, Insurance and PUC.
- 5) Bidder should enclose the proposed name of driver's and their xerox copy of driving license and Aadhar card.
- 6) The contracting agency/ firm/ company should be based at Goa or having its office in Goa.
- 7) Overwriting/correction in any part of the tender shall not be considered unless duly, countersigned by the bidder, otherwise tender is liable to be rejected.
- 8) Each page of the tender document shall be stamped and signed by the authorized signatory of the firm.
- 9) Bidder should give his email id and mobile number for the further instruction (if any).
- 10) Annexure (C) duly filled, signed & sealed to be submitted towards EMD.

*** The bidder must possess all the above minimum qualification criteria. If he does not possess even one of these, he shall stand disqualified and his bid will be rejected.**

3. Terms and conditions of Contract: -

- 3.1. IIT Goa 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.
- 3.2. The driver of the vehicle deputed by the Agency/Firm/Taxi Operator should get police verification/clearance. A copy of such clearance shall be submitted to the IIT Goa in advance.
- 3.3. All costs including repairs and maintenance, running costs, fuel, lubricants, salaries of Drivers, lunch allowances, taxes, etc. necessary for the running & maintenance of vehicles shall be borne by the contractor/service provider.
- 3.4. Time and Km should be calculated from actual reporting point to the desired destination on trip-to-trip basis. The driver has to write start and end kms for every trip in the logbook.
- 3.5. Night halt charges shall be applicable for night halt/trip, i.e., Between 11.00pm and 6.00am only.
- 3.6. The vehicle hired shall be under Institution's control and shall be parked in the designated location of IIT Goa Campus when not in use during the period of hiring.
- 3.7. Contractor/Service Provider shall be responsible for the good conduct of the Drivers employed and if at any point of time any Driver is found to be working against the interests of the Institute, the said Driver shall be withdrawn and substituted by a fresh Driver to the Institute immediately.
- 3.8. The contracting agency/firm/company shall provide the services continuously as per the contract terms. In case of discontinuation of services during the tenure of contract or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the agency shall be liable for necessary legal action and performance security deposit will be forfeited.
- 3.9. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
- 3.10. The contracting company/agency/firm should be in position to supply additional vehicles on short notice as and when required for regular use as per our requirement.
- 3.11. The successful company/agency/firm shall assign a supervisor who shall be responsible for immediate interaction with IIT Goa so that optimal services could be availed without any

disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays/Sundays also for satisfying IIT Goa vehicle requirement.

- 3.12. Contractor/Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc. on time without interrupting the service of the Institute. Alternate vehicle shall be provided during such period.
- 3.13. The Contractor/Service Provider shall be responsible for all liabilities and keep IIT Goa wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 3.14. The Institute has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with any of the service providers during the contract period without assigning any reason thereof.
- 3.15. Driver(s) should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should be kept in the vehicle, as per applicable rules & regulations of applicable laws. The driver should wear uniform as per the RTO regulations.
- 3.16. In case of breakdown/accident of the vehicle or bad conduct of the driver, the Institute shall have absolute right to charge Rs.1,000/- per day, if the vehicle is not provided within one hour, failing which the vehicle will be hired from the open market and the expenses incurred there on will be deducted from the monthly bill of the contractor.
- 3.17. In case of any accident to the vehicle, it will be the responsibility of the contractor/service Provider or his representatives (Drivers) to lodge FIR etc. with police authorities. All RTO issues and Traffic violations shall be taken care of only by the contractor/service provider.
- 3.18. Drivers should carry sufficient cash for parking charges & toll taxes. Parking charges & toll fee will not be reimbursed to the contractor.
- 3.19. The drivers assigned by the successful agency/firm/company for executing transport requests from IIT Goa shall be medically fit.
- 3.20. Lodging, boarding, transportation of Drivers shall be solely the contractor's responsibility.
- 3.21. Faculty/staff of IIT Goa may hire the vehicle directly from the contracting agency/firm/company for personal visits to various places. The bill(s) should be settled by agency/firm/company directly with the concerned faculty/staff.
- 3.22. The Calculation of hours / distance should commence from the time and place of reporting of

vehicle at **IIT Goa at Goa Engineering College Campus, Farmagudi, Ponda-403401, Goa** or IIT Goa designated places and not from garage to garage. The price should be calculated and quoted cautiously to avoid misrepresentation rate.

3.23. To manage the shortfall of the KMs the bidders has to offer rebate to the Institute.

4. Terms of Payment: -

4.1. No advance will be paid to the Service Provider.

4.2. Monthly bills shall be submitted in **triplicate form** to the authority along with photo copy of logbook duly signed by the controlling officer in duty slip and payment will be processed on a monthly basis. The logbook should be given to transport In-Charge after filling up. The driver has to write start and end kms for every trip in the logbook. The Contractor is required to submit the bills (complete in all respect) on or before 7 day of every month and the payment in respect of the bill so raised, shall be released within 15 days. However, the incomplete bills will be returned for rectification and modified bill has to be re-submitted on every such occasion.

5. Termination: -

5.1. The Institute may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following: -

- a. If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by the Campus.
- b. If the contractor fails to perform any other obligation(s) under the contract.
- c. In the event of Driver is not answering the phone of controlling officer, made a trip without informing controlling officer, not being in presentable dress, not behaving properly, engaging in rash or unsafe driving, the Institute shall have right to expel or discontinue his services or charges shall not be paid for such days and services.

The above terms and conditions shall be final and binding on the agency.

Price Bid (Annexure-B)

Tender No: -

Date:

From,

<<Name and Address of the bidder>>

To,

**The Registrar (i/c)
Indian Institute of Technology
Goa at GEC campus, Farmagudi,
Ponda, Goa-403401.**

Dear Sir,

We hereby submit our price bid for hiring of vehicle for Indian Institute of Technology Goa on monthly basis: -

Mini Bus non-AC: Schedule of Charge/Rate

PART A			
Sr	Particulars	Quantity	Rate quoted
1	Rate for one vehicle for first 2000 kms per month & 10hrs per day	One Month	
2	GST %	-	
	Total (1) + (2)	-	

PART B			
1	Extra kms beyond 2000kms	Per Kms	
2	Extra hrs beyond 10hrs	Per Hrs.	
3	Night halt charges (between 11.00pm to 06.00am)	Per Night	
4	Rebate offer for running less than 2000Kms	Per Kms	

- 1. The rates quoted are inclusive of driver salary, fuel, maintenance and all applicable charges. The price quoted shall be firm till the completion of the contract including the period of extension.**

- 2. Rebate should not be quoted as Zero/Nil. Any decimal quoted shall be rounded to the nearest rupee.**
- 3. L-1 will be decided on the lowest price quoted in Sr. 1 of Part A.**
- 4. L-1 have to accept the lowest rates among the rates quoted by bidders in Sr.1, Sr.2, Sr.3 and highest in Sr.4 of part B.**

ANNEXURE-C

UNDERTAKING for BID SECURITY

(To be issued by the bidder on company's letter in lieu of EMD)

To,
The Registrar
IIT GOA
Near GEC Campus
Farmagudi, Ponda
GOA – 403401

We, M/s (name of the firm) with ref. to NIT no.
..... dtd..... hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period, submit performance guarantee within the stipulated period and honor the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honor the contract after final award or failure to submit performance guarantee, our firm may be debarred from participation in any tender/contract notified by Indian Institute of Technology, Goa for a period of one year.

Yours faithfully,
(Signature with date and seal)

CHECK LIST

SR NO.	PARTICULARS	YES/NO	PAGE NO
1	The undertaking for not been debarred or black listed.		
2	Xerox copy of valid Pan & GST registration number.		
3	Xerox copy of RC book.		
4	Xerox copy of driver's aadhar card and driving license.		
5	Xerox copy of address proof of the bidder's company/firm/agency.		
6	Bidder's email id and mobile number		
7	Undertaking as per annexure C		
8	Fitness certificate		
9	Insurance		
10	PUC		

5. The bidders who shall fails to comply any of the above criteria will be treated as technically disqualified.

UNDERTAKING

From:

To The Registrar Indian Institute of Technology Goa Farmagudi, Ponda – 403401

Dear Sir,

I/We the undersigned have carefully gone through and clearly understood all parts of the tender documents named “TENDER FOR PROVIDING TRANSPORT SERVICES AT IIT GOA” including Notice to tenderers, General instructions to tenderer, General Terms and Conditions, Security Deposit, Terms of Payment, Termination of contract, Technical Eligibility for the bidders, General conditions etc. of Indian Institute of Technology Goa. I/We have also taken into consideration the nature of the work, the surroundings and the conditions under which the work will be carried out. I/We do hereby undertake to give the Transport Service covered by the tender strictly in accordance with the above tender documents. I/We enclose herewith the undertaking in lieu of EMD and in the event of your accepting my/our above tender, I/We agree to give Rs. _____ (Rupees _____ only) as security deposit.

I/We understand that the Security deposit mentioned above shall not bear any interest. In the event of my/our tender being accepted, I/We agree to enter into a contract in the form annexed hereto with such alterations and additions thereto, as suggested by IIT Goa, as may be necessary to give effect to the acceptance of this tender. I/We understand that IIT Goa has the right to reject the work order without assigning any reasons and conditional tender of any sort will be summarily rejected. In case my/our tender is accepted, I/We agree to pay all the charges connected with the preparation, Stamping and execution of the contract agreement and I/We shall abide by the terms of contract and such other reasonable terms and conditions the Institute may fix from time to time depending on the circumstances.

Yours sincerely,

(Tenderer's Signature with seal)

Date:

Address: