

INDIAN INSTITUTE OF TECHNOLOGY GOA
Goa College of Engineering Campus, Farmagudi, Ponda -403401, Goa

Advt. No: IITGoa/REGR/05/TRANS/2018

Dated: 24th April 2018

TENDER NOTICE FOR TRANSPORT SERVICES

(Hiring of Passenger Cars/Bus & Ambulance and to empanelled Agency/Firm/Taxi Operator)

IIT Goa invites sealed tenders for hiring passenger vehicles on contract basis and empanelment of registered Taxi Operators for providing the vehicle “as and when required” basis. The contract/empanelment shall be initially made for a period of one year extendable for further period subject to satisfactory performance and requirement.

Detailed tender document along with other details can be either downloaded from Institute website www.iitgoa.ac.in or collected in person from the Estate Office, Main Building, IIT Goa at Goa College of Engineering Campus, Farmagudi, Ponda, Goa.

Duly filled tenders along with all desired enclosure should be submitted to the Registrar (i/c), Main Building, IIT Goa at Goa College of Engineering Campus, Farmagudi, Ponda, Goa by **12 Noon on 22nd May, 2018**. The sealed cover must be super scribed with “Tender for Transport Services at IIT Goa”.

Overwriting/correction in any part of the tender shall not be considered unless duly countersigned by the bidder, otherwise the tender is liable to be rejected.

Each page of the tender document shall be stamped and signed by the authorized signatory of the firm/Vehicle owner.

REGISTRAR, IIT GOA

ABOUT IIT GOA

IIT Goa established in the year 2016 in Goa, strives to become an Institution of Excellence and Higher Learning, 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.

Clause – 1 Introduction: -

Indian Institute of Technology Goa invites bids for hiring “Transport Service” to meet the daily need of pick up and drop off facility required by the students/staff of IIT Goa.

1.1. The contract for hiring of vehicle as detailed below will be initially for a period of one year. However, the contract may be extended for a further period up to two 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. The interested parties/ service providers may submit their bids in the prescribed application forms along with prescribed **Bid as per Annexure-I.**

Sl No	Category	Type of Vehicle	No. of vehicles required
01	Category – 1	7 (Seven) Seater Car (preferably Innova, Ertiga and similar type of SUV) (AC)	04
02	Category – 2	Small size well equipped Ambulance	01
03	Category – 3	Mini Bus (Non-AC) (24/26/32 Seater)	01

Note: Number of vehicles may change

- 1.2. The bid document can be downloaded from IIT Goa website www.iitgoa.ac.in
- 1.3. The bid shall be enclosed with Demand Draft in favour of the “Indian Institute of Technology Goa” payable at Goa for Rs. 50,000/-towards Earnest Money deposit (EMD).
- 1.4. The Bid Document shall be addressed to: **The Registrar (i/c), Indian Institute of Technology Goa, Goa Engineering College Campus, Farmagudi, Ponda-403401, Goa.**
- 1.5. For any clarification, email to estate@iitgoa.ac.in. No emails seeking clarification will be entertained after 18.05.2018. The vender may visit Estate Office, IIT Goa in any working day for any clarification.
- 1.6. The bids must be sent only by Registered/Speed Post or through Special Messengers, so as to reach by **12:00 Noon on 22nd May, 2018**. Late bids shall not be accepted under any circumstances.
- 1.7. The **Bid (The tender notification)** should be sealed by the bidder/service provider and duly *super scribed* as “Tender for Transport Service at IIT Goa”. The EMD demand draft should be enclosed with the bid. Bids received after specified date and time will not be considered.
- 1.8. The bid will be opened by **03.00 PM on 22.05.2018** 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 bidders present. Hypothetical/Conditional/ Incomplete bids will be summarily rejected.
- 1.9. The bid submitted will be evaluated based on the details of qualifications/ terms and conditions (**Clause 7: - Technical Eligibility conditions for bidders**) submitted by them

in the prescribed format to ascertain whether the bidder is qualified. The price will be considered only those firms who qualified in the terms and conditions.

- 1.10. 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.
- 1.11. The bidder should submit a written power of attorney authorizing the signatory of the bidder to commit the tender if required.
- 1.12. 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 first order, the Institute shall terminate the contract and EMD deposited by the successful tenderer shall be forfeited.
- 1.13. Penalty: If there is any disruption (or) non-performance of service due to any reason whatsoever, the following penal charges will be levied: -
 - a) Rs.1, 000/- towards penalty for each Trip.
 - b) In addition to the above, the hire charges for those will not be paid besides recovery of charges incurred by IIT Goa, if any, on account of deficiency of service.

Clause-2 General terms and conditions

- 2.1. The Vehicle to be provided should have been purchased on or after **01.01.2014**. The vehicle should have been duly registered with Transport authority.
- 2.2. The Contractor has to be registered with the GST and should submit a copy of GST Number in the valid format.
- 2.3. The rates to be quoted are to be filled in all columns in the proforma given at **Annexure - I**. 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. However, rates may be reviewed in case of change in Government Levies, if any shall be proportional to such revision, as determined by IIT Goa.
- 2.4. The Earnest Money Deposit of all the unsuccessful tenderers will be returned as early as possible after issue of the work order to the successful tenderer. No interest shall be paid on the Earnest Money Deposit.
- 2.5. **Forfeiture of Earnest Money Deposit:** The Earnest Money Deposit will be forfeited if the Contractor/service provider unilaterally withdraws the offer or unilaterally amends,

impairs or rescinds the offer or does not commence the service as per the work order/contract award letter within the period of its validity after assigning the reasons for the same.

- 2.6. The contractor will have to submit a written undertaking of acceptance of all the terms and conditions of this tender.
- 2.7. The contractor/service provider shall replace with the alternative vehicle during the Maintenance / Repairs of the vehicle
- 2.8. The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and the misbehaviour of Driver while on duty shall be viewed seriously and attract levy of penalty or leading to even cancellation of contract.
- 2.9. Service Provider / Contractor shall not engage any person below 18 years of age or any person with bad character and antecedent.
- 2.10. IIT Goa reserves the right to cancel the contract if service provided by contractor/service provider is found to be unsatisfactory.
- 2.11. **Security Deposit:**
 - a. Within 7 days of the successful Bidder's receipt of notification of award, the successful Bidder shall furnish a Security Deposit of @ 5% of the tender value for the work order issued, in the form of an A/C Payee Demand Draft. The EMD already paid can be adjusted against the Security Deposit.
 - b. The Security Deposit will be discharged by the IIT Goa and returned to the Service Provider not later than 90 days following the date of completion of the Service Provider's performance obligations.
 - c. The proceeds of the Security Deposit shall be payable to the IIT Goa as compensation for any loss/es 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 on the part of the Service Provider.

Clause- 3 Terms and conditions of Contract: -

- 3.1. The drivers 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.

- 3.2. All costs including repairs and maintenance, running costs, fuel, lubricants, salaries of Drivers, taxes, etc. necessary for the running & maintenance of vehicles shall be borne by the contractor/service provider.
- 3.3. The contract shall be for the whole services or for individual component or components as may be decided by IIT Goa based on the unit rates and prices quoted by the bidder in Bill of quantities.
- 3.4. The 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 thereby 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
- 3.5. The L1 shall be decided Category wise separately.
- 3.6. All vehicles hired for a day 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. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights with Fog lights where ever necessary.
- 3.9. Vehicles should also be fitted with Towing hook.
- 3.10. Contractor/Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc. on time without disturbing the service of the Institute. Alternate vehicle shall be provided during such period.
- 3.11. 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.
- 3.12. The Institute has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with one or more service providers during the contract period without assigning any reason thereof.
- 3.13. 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 be provided a mobile phone by the contractor and the vehicle should be fitted with GPS facility.

- 3.14. In case of breakdown/accident of the vehicle, the contractor/Service Provider shall, within one hour provide another vehicle at no extra cost. 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.
- 3.15. 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.
- 3.16. Drivers should carry sufficient cash for parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the contractor on actual basis along with the monthly invoices.
- 3.17. Lodging, boarding, transportation of Drivers shall be solely the contractor's responsibility
- 3.18. In the event of Driver 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. No charges shall be paid for such days and services.

Every Bidder should note that the IIT Goa is situated IIT Goa at Goa Engineering College Campus, Farmagudi, Ponda-403401, Goa

- 3.19. 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.

Clause - 4 Terms of Payment: -

- 4.1. No advance will be paid to the Service Provider
- 4.2. Monthly bills shall be submitted in duplicate copy to the authority specified in contract, 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 Contractor is required to submit the

bills (complete in all respect) on or before 7th 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. Contractor/Service Provider will submit along with monthly bills that he has deposited the ESI/PF to the respective authority. Contractor/Service Provider shall submit the receipt of deposited ESI/PF along with the next month bill(s).

Clause- 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.

In case the Contract has to be terminated, one-month advance notice in writing shall be given by either side.

Clause- 6 Jurisdiction: -

- 6.1. All disputes arising out of this contract shall be subject to the jurisdiction Goa.

Clause- 7 Technical Eligibility Conditions for Bidders: -

- 7.1. The Bidder should NOT have been debarred or blacklisted by any Government Department / Agency in the past 03 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.

[Mode of Proof: The bidder should submit an undertaking for this]

- 7.2. Bidder should have a valid PAN & GST Registration No.

[Mode of Proof: Copy of GST registration certificate, PAN card]

****The Bidder must possess ALL the above Minimum Qualifying Criteria. If he does not possess even one of these, he shall stand disqualified and his bid will be rejected.***

**Tender for Hiring of Vehicle
Price Bid - Daily Basis**

Tender No:-

Dated:

From,

<<Name and Address of the bidder>>

To,

The Registrar (i/c)

Indian Institute of Technology Goa

At Goa Engineering College Campus,

Farmagudi, Ponda-403401, Goa

Dear Sir,

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

Category – 1: 7 (Seven) Seater Car (preferably Innova, Ertiga and similar type of SUV) (AC)

Sl. No.	Vehicle Type with Seating Capacity	Schedule of Charge/ Rate per vehicle				
		Upto 8 Hours and 80 Kms (A)	Upto 10 Hours and 100 Kms (B)	For every additional km beyond 100 kms. (C)	For every additional hour beyond 10 hours (D)	On Monthly basis (E)
1						

Category – 2: Small size well equipped Ambulance

Sl. No.	Vehicle Type with Seating Capacity	Schedule of Charge/ Rate per vehicle				
		Upto 8 Hours and 80 Kms (A)	Upto 10 Hours and 100 Kms (B)	For every additional km beyond 100 kms. (C)	For every additional hour beyond 10 hours (D)	On Monthly basis (E)
1						

Category – 3: Mini Bus (Non-AC) (24/26/32 Seater)

Sl. No.	Vehicle Type with Seating Capacity	Schedule of Charge/ Rate per vehicle				
		Upto 8 Hours and 80 Kms (A)	Upto 10 Hours and 100 Kms (B)	For every additional km beyond 100 kms. (C)	For every additional hour beyond 10 hours (D)	On Monthly basis (E)
1						
2						
3						

The rates quoted are inclusive of driver salary, fuel, maintenance and all applicable taxes (Excluding GST and toll tax). The price quoted shall be firm till the completion of the contract including the period of extension, if any.