Scope of Work: -

Indian Institute of Technology Goa invites bids for hiring "Transport Services (Providing of cab service)" to meet the daily need of transport requirement for its Faculty/Staff members/Institute Guests.

1.GeM Bid No :-	GEM/2026/B/7382797
2.Name of work	Providing of Cab service at IIT Goa
3.Estimated Cost put to tender	Rs. 7,00,000/-
4.Location of work	IIT Goa Campus
5. Tender Fees	NA
6.Earnest Money Deposit	BID Security Declaration
7.Security deposit/PBG	3% of the value of the contract
8.Contract Period	The contract will be initially for one year which may further extended on yearly basis upon mutual agreement and satisfactory performance.
9. Pre-Bid Meeting date	As per GeM Bid
10.Tender Mode	GeM
11. Address of tender issue, submission and opening	GeM portal

Sr No	Type of Vehicle	Total No. of vehicle required
01	**(7 Seater, AC)** **Ertiga/Innova/Carens/Invicto/Bolero/TUV/Bolero Neo etc**	**01**

A. Terms and Conditions of the contract: -

1. The contracting agency/firm/company should have an office in Goa. If a vendor does not have an office in the state of Goa, they must open an office within 15 days of being selected as the lowest bidder (L-1) or being shortlisted by GeM during the financial evaluation process. An undertaking as per Annexure- F in this regard must be included in the technical bid. The issuance of the work order will be subject to the submission of all relevant documentation within the time frame and the selected bidder liable to rejected for not complying with it.
2. The Cab should have been duly registered as a commercial vehicle with a yellow registration number plate.
3. The Contractor has to be registered with the GST and should submit a copy of the GST registration certificate.
4. The contractor/service provider shall arrange the alternative vehicle with his owned yellow plate vehicle or cabs during the Maintenance / Repairs of the vehicle.
5. 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.
6. 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 Transport cell, IIT Goa in advance.
7. The Contractor shall not deploy any driver who has not completed eighteen years of age and who does not possess a valid driving license with 3 years' experience. Institute shall not be responsible for any liability in this regard for any fault of the Contractor or Drivers.
8. 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.
9. The Contractor will appoint a Supervisor/Manager, whose primary task is to coordinate and manage smooth functioning of transport services as per Institute requirements on telephone with an additional mobile number. Phone must not be switched off. The Contractor must ensure that daily KM covered by each vehicle is entered in Vehicle log books every day and extra trips countersigned by passengers on daily basis.
10. The contract shall be for the whole service or for individual components or components as may be decided by IIT Goa based on the unit rate and prices quoted by the bidder in Bill of quantities.
11. 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.
12. The total estimated cost put to tender is Rs. 7,00,000/-.
13. 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.

14. 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 yellow taxi vehicles owned by contractor/service provider shall be provided during such periods.
15. 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.
16. 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.
17. The Bidder should give his Email ID and mobile number for further instruction (if any).
18. 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. The driver should wear the uniform as per the RTO regulations.
19. 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.
20. Drivers should carry sufficient cash for parking charges & toll taxes. Lodging, boarding, transportation of Drivers shall be solely the contractor's responsibility.
21. In the event of Driver not being in presentable dress, not behaving properly, engaging in rash or unsafe driving, the Institute shall have the right to expel or discontinue his services. A penalty may be levied for the same as per the contract.
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 of rates.
23. The log book will be issued by IIT Goa against each vehicle wherein details of performance of that vehicle during the period of utilisation by IIT Goa will be recorded date wise and KM wise/ hours on the basis of which the contractors claim will be verified and certified for payments.
24. Service provider shall notify of any change in hired Cabs. The notification shall be provided 12 hours prior to change.
25. The rates to be quoted are to be filled in all columns in the proforma given in Annexure G. The rates quoted shall be fixed and valid for one year from the date of award of the contract, irrespective of the increase in fuel rates, if any, occurring during the period of the contract. However, price revision for any extended period shall be on mutually agreed terms to absorb the increase/decrease in costs/petrol/Government rates. Once the rate is revised, it shall remain firm during the extended contract period. The contractor will have to submit a written undertaking of acceptance of all the terms and conditions of this tender.
26. In case of breakdown/accident of the vehicle, the contractor/Service Provider shall, within one hour provide another vehicle at no extra cost failing which the vehicle will be hired from the open market and the expenses incurred thereon will be deducted from the monthly bill of the contractor.

27. The Contractor shall not disburse Salary of his Firm's employees in cash. It shall be through Digitized mode only. Drivers Insurance shall be done separately by the Vendor.
28. Interested bidders are invited to participate in an online pre-bid meeting as per the schedule in bid document. In case the pre-bid meeting is not held on the due date due to unavoidable reasons, a fresh date for pre-bid will be intimated. Attending the Pre-Bid meeting is advisable. All inputs/queries will be submitted in writing before the start of the meeting. The agenda of the pre-bid meeting is as follows:
    (a) Elaboration of terms and conditions and the procedure of selection.
    (b) Response to the queries.
29. The servicing records for the past three years of all the quoted vehicles/undertaking for servicing.
30. If there is a requirement of an additional vehicle, the Institute reserves the right to enter into an agreement with the selected vendor on the same terms and conditions for additional vehicles on mutual agreement.
31. 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.
32. Each page of the tender document shall be stamped and signed by the authorized signatory of the firm.
33. Corrigendum to this tender will be notified through the GeM portal as well as on the Institute Website, if any.

How to fill the bid: -

1. The "Technical bid" shall contain Annexure-A, B, C, D, E & F, Technical specification, details of the tenderer, duly signed and stamped tender, all other supporting documents, and also the checklist duly signed.
2. The bidder should quote his **price offer** in the financial bid as per Annexure-G. **Bidder should not quote his offer anywhere directly or indirectly in Technical Bid;** otherwise, it will be rejected.
3. Conditional Tender shall be summarily rejected

The Financial Bid will be opened only for those tenderers who have qualified upon evaluation of their technical bids. The date and time of opening of the financial bid will be intimated to the tenderers accordingly

B. Statutory Law and Regulations:

1. The service provider shall take comprehensive insurance cover with driver, passenger and third party unlimited liability risk of the vehicles detailed for the Institute requirement. Institute shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
2. The service provider shall be solely responsible for any claims by any third party and/or employees of the Institute in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
3. The Institute will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as service provider shall comply

with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which Institute would not be held liable/responsible in any manner what-so-ever. Onus of compliance of all the applicable Laws/ Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the service provider only and Institute will not be liable in any manner.

4. The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law (Central/State] and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act etc., as applicable from time to time. The employees of the service provider shall not be deemed to be employees of the Institute hence the compliance of the applicable acts/laws will be the sole responsibility of the service provider.
5. The service provider shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
6. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Service provider without any extra charges.
7. The vehicles deployed for duty for the Institute shall at no point of time carry any person other than personnel authorized by the Institute. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

C. Performance Security:

1. Within 14 days of the successful Bidder's receipt of notification of award, the successful Bidder shall furnish a Performance Security at the rate of 3% of the tender value for the work order issued.
2. Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier.
3. Performance Security may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, and Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank.
4. The Performance Security 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.
5. The proceeds of the Performance Security shall be payable to the IIT Goa as compensation for any losses resulting from the failure of the Service Provider to meet 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.

D. Terms of Payment:

1. No advance will be paid to the Service Provider. 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 and payment will be processed on a monthly basis.

2. The Contractor is required to submit the Bills (complete in all respects) on or before 7th day of every month and the payment in respect of the bill so raised, shall be released within 15 days on receipt of a valid invoice that complies in all material respects in terms of this Agreement, the payment shall be subject to any deductions such as penalties, statutory deduction etc. However, the incomplete bills will be returned for rectification and the modified bill has to be re-submitted on every such occasion.

E. Termination:

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: -

1. 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 IIT Goa.
2. If the contractor fails to perform any other obligation(s) under the contract.
3. In case of Breach of terms, unsatisfactory service, repetitive penalties, multiple warnings or involvement in unlawful activities will result in immediate termination.
4. IIT Goa reserves the right to terminate the contract at any time with 30 days' notice without assigning any reason.

F. Arbitration:

In case of any dispute or difference arising out of or in connection with the Tender conditions, Work Order and Contract, the Institute and the Contractor will address the dispute/difference for a mutual resolution failing which, the matter shall be referred for Arbitration to a sole Arbitrator to be appointed by the Institute.

G. Penalty:

During the operation of the contract, the following penalty will be deducted from the monthly payment, based on the report from the IIT Goa Employee / Student: -

1. Misbehaviour with IIT Goa Employee/Student: Rs. 1000/- per event.
2. Over-speeding: Rs.500/- per event.
3. Inadequate cleanliness: Rs.500/- per event.
4. Improper servicing/mechanical condition due to poor maintenance or driver not in proper uniform: Rs 500/- per event
5. Driver found drunk/indulging in gambling/ any other antisocial activities during duty hours : Rs.1000/- per event.
6. Not providing Cab as per the schedule of IIT Goa: -Rs.1000/- per event.

IIT Goa reserves the right to determine any other act, with justification, as detrimental to the operations of the cab services and impose a suitable penalty.

H. Jurisdiction:

All disputes arising out of this contract shall be subject to the jurisdiction Ponda, Goa.

Annexure-A

Eligibility Criteria

1. The bidder should have experience of successfully completed minimum three years in the similar nature of services at any Government Department/Organization/PSU or any other public undertaking.

2. A performance certificate corresponding to the experience shall be furnished by the bidder.

3. The bidder should not have been debarred or blacklisted 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 as per Annexure-E.

4. The bidder should have a valid PAN & GST Registration Number. Copies of the same are to be enclosed with the tender document.

5. Bidder shall have the minimum of 5,00,000/- as average annual turnover of last three years. A certificate by CA in this regard shall be furnished.

6. Vehicles must be in excellent working condition and should not be more than five years old with the latest emission norms. Bidders should enclose scanned copies of RC books for the vehicles.

7. The Bidder should enclose scanned copies of valid fitness certificate, valid comprehensive Insurance and PUC. (For new vehicles, exemption of PUC will be considered as per latest RTO rules)

8. The contracting agency/ firm/ company should have an office in the state of Goa or an undertaking as per Annexure- F.

9. Bid Security duly filled, signed & sealed to be submitted towards EMD as per Annexure-C

10. A copy of Police Verification/ Clearance of the bidder issued within six months of the tender date.

11. A copy of valid State (Goa)/National permit.

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.

Annexure-B

UNDERTAKING for PERFORMANCE SECURITY

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 CAB SERVICE AT IIT GOA" including Notice to tenderers, General instructions to tenderer, General Terms and Conditions Performance Security, 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 3% of the tender value as Performance Security within 14 days of the successful award of the work.

I/We understand that the Performance Security 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:

Annexure- C

UNDERTAKING for BID SECURITY

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

To,
The Registrar
Indian Institute of Technology Goa
at 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)

Annexure- D

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

(on company letter head)

To,
The Registrar
Indian Institute of Technology Goa
at GEC campus, Farmagudi, Ponda,
Goa-403401.

We hereby confirm and declare that we, M/s ----------, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Yours sincerely,

(Tenderer's Signature with seal)

Date:

Address:

Annexure-E

Details of the Tenderer and Cab : -

Sr. No	Description	Information to be filled by the tenderer (if required, separate sheet may be enclosed)
1	Name and address of firm/ agency with complete contact details (Mobile Number/email id	
2	Name of Proprietor /Partners / Directors of the firm	
3	Type of cab with a seating capacity	
4	Bank details: Account No.	Name and address of Bank ……...…… ……..…… Account No. ……..……. IFSC code ……
5	Details of Commercial Registration	R. No. …… Copy enclosed: Y/N
6	Income Tax return for the last three financial years (attached copies)	Copy enclosed: Y/N
7	(a) GST No./ Certificate (b) PAN No.	No. ..... Copy enclosed: Y/N No. ..... Copy enclosed: Y/N
8	Is Bid documents duly signed and sealed	Yes/No
9	Year Of Model and Make of cab	

Details of the Supervisor:

Sr. No	Description	Information to be filled by the bidder
1	Name of the supervisor	
2	Address of the supervisor	
3	Contact details	
4	Any other information	

Checklist: -

Sr. No.	Particulars	Check
1	**Experience**: Successfully completed a minimum of three years at any Government Department/Organization/PSU or any other public undertaking. A performance certificate corresponding to the experience shall be furnished by the bidder.	[ ]
2	**Blacklisting Status: Undertaking for** not debarred or blacklisted by any Government Department/Agency in the past three years.	[ ]
3	**PAN & GST:** Copies of valid PAN & GST Registration Number enclosed.	[ ]
4	**RC Books**: Scanned copies of RC books for the vehicle enclosed.	[ ]
5	**Turnover Certificate:** Certificate of turnover enclosed.	[ ]
6	**Vehicle Age & Norms:** Vehicle is not more than five years old and meet latest emission norms.	[ ]
7	**Vehicle Documents:** Copies of valid fitness certificate, valid insurance, and PUC enclosed.	[ ]
8	**Office Location:** The firm/company has an office in Goa or undertaking as mentioned in Terms and Conditions of the Contract , point no A (1).	[ ]
09	**Contact Information:** Email ID and mobile number provided.	[ ]
10	**Bid Security:** Duly filled, signed, and sealed Bid Security submitted towards EMD.	[ ]
11	**Annexures:** A, B C, D, E and F must be enclosed in technical bid.	[ ]
12	**Police Verification:** Copy of Police Verification/Clearance valid within 6 months of the tender date enclosed.	[ ]
13	**Vehicle Permit:** Copy of valid State (Goa)/National permit as mentioned in terms and condition enclosed.	[ ]

Annexure-F **UNDERTAKING**

(For Opening of a registered office in Goa)

We, M/s ……., hereby declare that our agency/firm shall open a registered office in Goa within 15 days of being selected as the lowest bidder (L-1) or being shortlisted by GeM during the financial evaluation process failing which we will be liable to get rejected for not complying.

Date:- / /2026

Signature of Proprietor along with Stamp

Annexure-G **(DO NOT PUT THIS IN TECHNICAL BID)**

"PROVIDING CAB SERVICE AT IIT GOA"

Price Bid - Monthly Basis

Tender No :- **Date:**

From,
<<Name and Address of the bidder>>

To,
The Registrar
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: -

Sr	Particulars	Quantity	Rate (yearly) quoted
1	Rate for vehicle (AC) for first 2300 kms per month & 10hrs per day (Inclusive of GST)	One Vehicle	
2	Extra kms beyond 2300kms	Per Kms	
3	Extra hrs beyond 10hrs (The extra charges will be given proportionately)	Per Hours.	
4	Night hour charges (between 11.00pm to 06.00am)	Per Hours.	
5	Rebate for accumulated underutilized kms in the last month of contract	On the close of Contract	

1. **The rates quoted are inclusive of driver's salary, fuel, maintenance and all applicable charges. The price quoted shall be fixed till the completion of the contract including the period of extensions.**
2. **Additional KM beyond 2300 km will be paid extra and underutilized balance KM will be carried forward to next Month.**
3. **L-1 will be decided on the lowest price quoted in Sr. 1.**
4. **L-1 will have to accept the lowest rates among the rates quoted by qualified bidders in Sr.No.2, Sr. No.3 and Sr.No.4 and highest rates in Sr No 5.**
5. **Price amount with decimal point will be rounded to next higher rupee.**

In case of Tie Break criteria for the bidders: -

- First Criteria: - The service provider, who has the maximum experience in providing similar services in Government organization, will be given preference.
- Second Criteria: - Preference will be given to the vehicle which has latest registration.