



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

**TENDER FOR**  
**“PROVIDING TRANSPORT SERVICES AT IIT GOA”**

**VOLUME – I**

**TECHNICAL BID**

**Last Date for Submission : 15:00 Hrs on 08.01.2020**

**Date & Time of Opening : 15:30 Hrs on 08.01.2020**

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

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

Name of the work	EMD	Sale Period	Last date of receipt of tender document
Providing "Transport Service at IIT Goa" Estimated Cost: 1) 2 cabs = Rs 10,00,000/-(approx.)  2) 1 winger/traveler (15seater)=Rs. 6,00,000/-(approx.)	Rs 20000/- for 2 cab and For 1 winger is 12000/-	23.12.2019  To  08.01.2020	08.01.2020  Up to  15.00hrs

**Pre Bid meeting will be scheduled on 31 Dec 2019 at 3 PM in the Main Building,IITGoa**

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

## NOTICE INVITING TENDER

Indian Institute of Technology Goa herein after referred to as IIT Goa- invites Sealed/Tamper Proof Tenders in two cover system from specialized experienced contractors, who have carried out works of similar nature and magnitude in last five years in respect of following work.

<b>Name of work</b>	: TENDER FOR TRANSPORT SERVICES AT IIT GOA FOR THE YEAR 2020-21.
<b>Estimated cost of work</b>	: Rs.16.00 Lakhs
<b>Earnest Money Deposit</b>	: Rs. 32,000.00
<b>Last date of submission</b>	: 08.01.2020 up to 15:00 Hrs
<b>Place of submission</b>	: Transport cell.
<b>Date of opening</b>	: 08.01.2020 at 15:30 Hrs

Duly filled tenders along with all desired enclosure should be submitted to the Transport Cell, IIT Goa at Goa College of Engineering Campus, Farmagudi, Ponda, Goa. **The tenders (Technical Bid) will be opened at 15.30 hrs. on 08.01.2020 in the conference room at Indian Institute of Goa and interested tenderers may be present at the time of tender opening.**

Tender must be accompanied by Earnest Money Deposit (EMD) by Demand Draft drawn in favour of "INDIAN INSTITUTE OF TECHNOLOGY GOA" from a nationalized or a scheduled bank payable at GOA. The EMD will be returned to unsuccessful tenderers within one month of technical bid opening. The earnest money deposit of the successful tenderer will be treated as security deposit and will be kept as initial contract deposit for due execution of the contract. The security deposit/ EMD will not bear any interest.

The Institute shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD / Security Deposit, if any tenderer/contractor: (i) withdraws his offer before the aforesaid validity period, 'or' (ii) makes any modification in the terms and conditions of the tender, 'or' (iii) fails to commence the work within prescribed time, 'or' (iv) Abandons the work before its completion.

The IIT Goa reserves the right to reject any or all the tenders without assigning any reason thereof and it is not binding on IIT Goa to accept the lowest bid or any other bid.

## **ABOUT IIT GOA**

IITGoa 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

## **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 Price bids in the prescribed application forms along with prescribed **Bid as per Volume-II**

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)	02
02	Category – 2	Mini Bus (AC) (15 Seater)	01

- 1.2.** The bid document can be downloaded from IIT Goa website [www.iitgoa.ac.in](http://www.iitgoa.ac.in)
- 1.3.** The bid shall be enclosed with Demand Draft in favour of “Indian Institute of Technology Goa” payable at Goa for Rs.32,000/-towards Earnest Money deposit (EMD). (If applying for all categories), otherwise for each category Rs.10,666/-
- 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.** **The bids must be sent only by** Registered/Speed Post or through Special Messengers, so as to reach by **03:00 Noon on 08<sup>th</sup> Jan, 2020.** Late bids shall not be accepted under any circumstances.
- 1.6.** The bid will be opened by **03.30 PM on 08.01.2020** 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.
- 1.7.** The bid submitted will be evaluated based on the details of qualifications/ terms and conditions 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.
- 1.8.** 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.
- 1.9.** The bidder should submit a written power of attorney authorizing the signatory of the bidder to commit the tender if required.
- 1.10.** 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 EMD deposited by the successful tenderer shall be forfeited.

**1.11. 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.

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

**1.12** 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 put in a third envelope sealed and super scribed “Tender for Providing Transport Services at Indian Institute of Technology Goa for the year 2020-21”.

**1.13** In case any clarification is required, the tenderer may send the same by email to [Transport@iitgoa.ac.in](mailto:Transport@iitgoa.ac.in) and Clarification shall be entertained only till 03.01.2020. 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.

## **2. General Terms and Conditions**

**2.1.**The Vehicle to be provided should have been purchased on or after **01.01.2016**. The vehicle should have been duly registered with Transport authority as taxi with yellow plate.

**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 **Volume-II**. 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 IITGoa.

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.

- 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 misbehavior 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 15 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.
- 2.12. The proceeds of 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 on the part of the Service Provider



### **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, lunch allowances, 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 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. **The L1 shall be decided Category wise separately**
- 3.5. 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.
- 3.6. 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.
- 3.7. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights with Fog lights where ever necessary.
- 3.8. Vehicles should also be fitted with Towing hook.
- 3.9. 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.

- 3.10. 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.
- 3.11. 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.
- 3.12. 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. The driver should wear uniform as per the RTO regulations.
- 3.13. 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.
- 3.14. 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.
- 3.15. 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.
- 3.16. Lodging, boarding, transportation of Drivers shall be solely the contractor's responsibility
- 3.17. 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.
- 3.18. Whenever the car is taken out for official work during lunch time/dinner time the driver has to make his own arrangement. Institute will not entertain any extra claims in this regards.

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

- c. 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.

**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 7<sup>th</sup> 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.

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

**6. Jurisdiction: -**

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

**7. Technical Eligibility Conditions for Technical Bidders: -**

- 7.1. The Bidder should NOT have been debarred or black listed 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]**

7.3. Bidder should enclose xerox copies of RC book for respective category of vehicles for having purchased on or after 01.01.2016.

7.4. Bidder should enclose the proposed name of driver's and their xerox copy of driving license.

***\*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***

**8. The second envelope containing "Financial bid" shall contain only the price bid as per Volume II**

a) The tenderer should quote his offer in Financial bid envelope. However lowest bidder shall be decided on the basis of total amount arrived. He should not quote his offer anywhere directly or indirectly in Technical Bid envelope. The tender shall be unconditional.

**b) The Financial Bid Envelop will be opened only for those tenderers who have qualified upon evaluation of their technical bids and date and time of opening of financial bid will be informed to the technically qualified bidders** The Financial Bids of those tenderers who have not qualified upon evaluation of technical bid will not be returned. Tenders submitted without EMD or which does not contain requisite documents, will be summarily rejected



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

**TENDER FOR**  
**“PROVIDING TRANSPORT SERVICES AT IIT GOA”**

**VOLUME – II**

**PRICE BID**

**Last Date for Submission : 15:00 Hrs. on 08.01.2019**

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

**Tender No:-**

**Date:**

**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) : Schedule of Charge/Rate per vehicle**

<b>Sl. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1	Monthly charge for 2000KMs & 10hrs daily	Month	2		
2	For each extra KM beyond 2000KM	KM	-		Rate only
3	For each extra hour beyond 10hrs	Hour	-		Rate only
4	Night Halt charges daily basis	Night	-		Rate only
4	Outstation charges per trip-Airport, Madgaon Railway station, Karmali Railway station, Vasco Railway station	Day	-		Rate only
5	Rebate for extra KM falling short of average 2000KM	KM	-		Rate only

**Category – 2: Mini Bus (AC) (15-Seater): Schedule of Charge/Rate per vehicle**

<b>Sl. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1	Monthly charge for 2000KMs & 10hrs daily	Month	1		
2	For each extra KM beyond 2000KM	KM	-		Rate only
3	For each extra hour beyond 10hrs	Hour	-		Rate only
4	Night halt charges daily basis	Night	-		Rate only
5	Rebate for extra KM falling short of average 2000KM	KM	-		Rate only

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

## 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 Demand Draft No. \_\_\_\_\_ dated drawn on \_\_\_\_\_ bank as EMD for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of "Indian Institute of Technology Goa" payable at Goa and in the event of your accepting my/our above tender, I/We agree to convert the earnest money deposit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as security deposit. I/We understand that the EMD/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: