



Tender No: IIITDMK/TPT/1/2018 dtd 08 June 2018

Tender Document
For

**HIRING OF BUS SERVICES FOR
IIITDM KURNOOL CAMPUS, ANDHRA PRADESH**

भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान, कर्नूल
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING, KURNOOL

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INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING, KURNOOL

Indian Institute of Information Technology Design and Manufacturing (IIITDM) Kurnool invites tender for

Hiring of Bus Services as per specifications given in the Annexure attached to the Tender.

Tender Reference No.	IIITDMKL/TPT/1/2018 dtd 08 June 2018
EMD	Rs 80,000/- DD in favour of "IIIT Kurnool" Payable at "Chennai"
Pre-bid meeting	20 June 2018/ 1100 Hrs
Last Date and Time for receipt of Tender	25 June 2018 / 1100 Hrs
Address for Communication	As Stated below in the Instructions to the bidders.
For technical Details Contact	estate@iiitdm.ac.in
Tender opening at Conference hall	25 June 2018 / 1200 Hrs

INSTRUCTIONS TO BIDDERS

All interested vendors are requested to send their sealed quotation for supply of the above item under single bid system.

NOTE: The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all papers and envelopes submitted.

Both the envelopes should be sealed, signed, super-scribed with the Tender Reference No. and Tender notice detail as appended hereunder.

TENDER FOR SUPPLY OF Hiring of Bus Services

TENDER REF. NO: IITDMKL/TPT/1/2018 DATE 08 June 2018

PRE-BID MEETING 20 June 2018

LAST DATE FOR SUBMISSION: 25 June 2018 Till 1100 Hrs.

Sd/ -
Mentor Director
IIITDM Kurnool

From: M/s.....
 Contact No:
 E-mail ID:

Eligibility Criteria

Sr. No.	Criteria	Comply (Yes/No)	Page number in support of compliance. Deviations (if any) should be mention clearly and details thereof should be indicated.
1.	The supplier must have at least 5 (five) years experience in providing Bus facilities to Schools / colleges. The supplier should provide list of Schools/ Colleges with all contact details so that IITDM Kurnool can approach contact person for any feedback.		
2.	The Bus operator who has at least 3-5 Buses registered in their name can only participate in the tender.		
3.	EMD for Rs 80,000/- ; DD Drawn in favour of "IIT Kurnool" in favour of "Chennai"		

Terms & conditions

1. The tender invites hiring of services of TWO busses.
2. The buses should be 2016 onwards model only and running not more exceeding 1,00,000 k.m.
3. The buses should be 49-52 seater and free from past history of accidents.
4. The agreement will be valid initially for one year from date of agreement. The contract may be extended based on performance up to further period at the discretion of IITDM Kurnool.
5. The Agreement may also be terminated by the institute at 24 hours notice (i) due to grave misbehavior on the part of driver and or khalsi/Conductor and (ii) due to rendering erratic buses service causing much inconvenience to the students as well as their guardians.
6. The transporter must ensure that the buses provided to the institute shall be well maintained and it should be under the effective control of the person driving the vehicle. The entire responsibility of the maintenance/upkeep of the buses rests on Transporter.
7. Drivers for the hired buses shall be available for 10 hours including rest and lunch hours for institute purposes.
8. The payment will be made monthly through account payee cheque/ electronic transfer.

9. Bus staff i.e. driver & Khalasi/conductor are to be provided by the transporter and their salary and two sets of uniform as prescribed by the institute will be paid /provide by the transporter.

10. It will be the responsibility of the transporter to deduct P.F. & E.S.I. from the salary of staff (Driver, Conductor/ Khalasi and any other employee) employed by him for the purpose of operation of the said buses and in any way connected in its any activity.

11. The payment of preceding month will be made within 7 working days of every next month by the institute subject to submission of P.F. & E.S.I. deposit slips for the preceding month of the members of bus staff by the transporter. Log book & bill of hired charges must be submitted to institute by 1st working day of every month.

12. Payment of hire charge of buses will be made to the transporter by the institute after deduction of TDS as per IT norms and other Government Liabilities.

13. The Transporter must have GST No. and the same along with copy of PAN should be provided to the institute authorities.

14. The Buses should not be used for any other purpose except for institute use.

15. In case of breakdown of the buses the transporter will have to make alternative arrangement within 90 minutes for transporting the passengers failing which, total expenditure incurred by the institute for transporting the Students will be deducted from monthly hire charges. If similar situation persists, institute will also deduct twice the amount of rent for the days such incident occurred. Daily rent may be calculated on prorated basis of monthly rent.

16. Transporter will be responsible for making the alternative arrangement of their Driver & Khalasi in case of absence of regular report staff, if any.

17. GST will be applicable and paid by institute as per rules applicable.

18. Each vehicle on the road shall at all times carry the following valid documents (in original) and shall be produced on demand by the I/C Transport of the institute and by the officer empowered to demand documents by or under the motor Vehicle Act, 1988.

- (i) Certificate of Registration
- (ii) Certificate of fitness
- (iii) Certificate of Insurance
- (iv) Taxation certificate (Tax Token)
- (v) Driving License with Badge of the Driver and Badge of the conductor.
- (vi) Permit granted by the Regional Transport Authorities.
- (vii) Pollution under control certificate.

One Xerox copy of each certificate duly signed by the owner should be submitted for the institute record.

19. The buses should be well designed and equipped with all accessories necessary for safe journey of students. The following safety norms as prescribed by the Hon'ble Supreme Court are also to be observed strictly before bringing the institute vehicle on road:-

- a. The buses must have a first Aid Box with glazed front, with necessary medicines for first aid. The expiry date of medicines must be checked time to time by transporter.
- b. The buses must be equipped with a Fire Extinguisher, dry power type located near the Engine Compartment.
- c. The doors of the buses should be fitted with reliable locks.
- d. The name of institute and Telephone No. must be written in bold on the body of the buses.
- e. The buses must be painted yellow in colour as per norms laid by the government.
- f. Each bus must have the names of driver and conductor in bold letters. The buses must have doors & fitting as per the guideline issued by the Hon'ble Supreme Court.

20. The transporter should provide the driver having minimum of five years experience of driving heavy vehicles with valid driving license for Commercial HMV and must not have any previous record of traffic offence and should not be drug addicted. The Driver and Khalasi/Conductor should have specific uniform while driving the institute buses. The driver age should not be more than 60 years.

21. The institute will not be responsible for any damage of the buses or damage caused by the buses staff to other vehicle or any injury caused to other persons while plying on the road.

22. The transporter shall be responsible and liable for all police challans, fines and other claims (compensation etc.) arising out of accident in course of operation of buses or otherwise. The institute will bear no responsibility whatsoever in such matters.

23. It will be the responsibility of the transporter to take adequate measures for safe travelling of the passengers in the buses.

24. The buses must have Fog lights.

25. The buses should be periodically checked to remove mechanical faults, if any.

26. This agreement is also deemed to include such clauses which may emerge in the wake of fresh Govt. order with regard to operation of Educational buses issued during the currency of agreement which will be binding on the Transporter

27. The transporter shall comply with all rules regulations regarding safety and security of their men, shall have to arrange for insurance etc. for their employees at their cost and the institute will not be responsible in any manner in case of mishap resulting in physical and or to monetary loss

to their employees.

28. The person engaged by the transporter will be under direct supervision and control of the party of transporter. However for day to day working institute shall assign as it deems fit.

29. Transporter shall not sub contract the job assigned to them without prior written permission of the institute.

30. Transporter shall maintain a proper record of employees posted at premises of the institute and shall maintain their attendance in muster roll prescribed under law.

31. The institute will not permit fuel filling while passengers are plying in the buses.

32. All deployed vehicles from transporter should have GPS and speed governors.

33. No services will be required for summer/ winter vacations. For this, a prior notice with one month in advance will be issued to the transporter. No payment will be made during this period.

34. The tender proposals may be given in the format provided in Annexure II

35. The Institute at its absolute discretion, reserves the right to accept or reject any of the tenders without any reason in the evaluation and comparison of the same.

36. The decision of the Institute with respect to any of the matter pertaining to the tenders for hiring of bus or arising there from shall be final and binding and shall not be called in question.

37. In case of the successful tenderer rates quoted shall be valid or the period of the contract. **No escalation shall be payable due to any increase in rates of materials / Fuel and labour – statutory or otherwise.**

38. The payment shall be released on monthly basis after satisfactory service on submission of bill in duplicate by the contractor. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.

39. Insurance policy as per statutory requirement shall be taken by the vehicle owner so as to cover all type risk and also cover driver, number of the passengers. The owner shall also take other necessary insurance coverage as per the motor vehicle Act at his own cost.

40. In the event of theft, loss or accident and any dispute with the local government Authority, the Institute authority will not be responsible and vehicle owner will settle the claims himself with any authority. During the contract period, if vehicle is seized/ detained by police/ transport authority or any other authority for any reason, what so ever, it shall be the sole responsibility of the contractor. The contractor shall provide alternate vehicle immediately.

41. The contractor shall be an independent entity engaged to produce the required result and compliance with all law and regulations applicable in this behalf and also keep Institute authority and its officers indemnified for any breach or default.

42. The buses will have to ply as per timing of the Institute. The officer in charge will decide the route of the buses.
43. The contract shall be required to execute contract agreement.
44. The Successful bidder will have to deposit Rupees ONE MONTH CONTRACT VALUE as security money for the contract period.
45. The bids can be sent to us by Hand/ Speed post/ Courier so as to reach the marked address by due date and time. Late bids will not be accepted. The price bids of only those firms will only be opened who are found to be technically qualified after evaluation. The Institute reserves the right to cancel/reject any or all bids without assigning any reason thereof.
46. The vendor should read the Tender documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication. Any lack of information shall not relieve the bidder of its responsibility to fulfill its obligations under the Bid.
47. Banker's details of quoting Firm/ Vendor should be clearly mentioned as attached.
48. Conditional tenders shall not be accepted.
49. Late and delayed tender will not be considered. In case any unscheduled holiday occurs on prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
50. The tenders are liable to be rejected if the conditions mentioned in the tender documents are not complied with. The tender should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
51. The Institute may accept or reject any or all the bids in part or in full without assigning any reason and doesn't bind himself to accept the lower bid, without thereby incurring any liability to the affected Bidder or bidders. The institute at its discretion may change the quantity / upgrade the criteria / drop any item or thereof at any time before placing the Purchase Order.
- 52. Furnishing of wrong/ambiguous information in the compliance statement may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the compliance statement was given with a malafied/ fraudulent intent.**
53. The Institute may waive off any minor informality non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
54. A responsive bid is one in which the bid is substantively responsible i.e. the bid which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Security deposit, Applicable law, and Taxes & Duties will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

55. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

56. Institute reserves right to inspect all/ any vehicle at any time during the trip.

Price bid

1. **Bid Price:** The Bid Price should be enclosed in a sealed envelope and properly marked. The Bidder shall indicate on the appropriate price bid, the unit prices and total bid prices of the goods it proposes to supply under the contract.

2. The price quoted shall remain fixed during the contract period and shall not vary on any account.

3. **Arithmetical errors:** The arithmetical errors will be rectified as follows. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the figures and words. The amount in words will prevail. If the supplier does not accept the correction of errors, its bid will be rejected.

Sd/-

Mentor Director

IIITDM Kurnool

Profile: Transport Operator

(A) PERSONAL DETAILS:

1. Registered Name of Company:
2. Address (with Telephone No):
3. Name of Registered owner(s):
4. Address of the Registered owner(s):
5. Registration No & Year of Registration:
6. Income Tax No:
7. PAN No :
8. TIN NO:
9. Bankers Name:
10. Turnover for the Financial Year 2016-2017; 2017-18:
(Enclose 26 AS statement)
11. PF No/ESI NO:
12. GST No .:

(B) DETAILS OF SERVICE PROVIDED TO OTHER COLLEGES / SCHOOLS:

Sl No	Name of School / College / Institute	No of Buses provided	Since (Year)

Stamp and Signature of Tenderer

BILL OF QUANTITIES

**Name Of The Work: Hiring Of Vehicle – 2 Nos. Of 52 Seater Bus Trips for
IITDM Kurnool**

Sl No.	Description	Unit	Qty.	Rate Rs.	Amount Rs.
1.	Monthly Fixed charges(including fuel) for deputing vehicle with driver for running upto 2700 km per month	Nos.	2		
2.	Charges for 300 km over and above 2700 km.	Nos	2		
3.	Charges for per k.m. rate over and above sl no 2 & 3; i.e., above 3000 km per month	Nos	2		

L- 1 will be arrived on total of Sl No. 1 and Sl No 2 rates.

Note:

1. GST @ NIL rate

Stamp and Signature of Tenderer