



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER)
THIRUVANANTHAPURAM**

COLLEGE OF ENGINEERING TRIVANDRUM (CET) CAMPUS

THIRUVANANTHAPURAM-695 016

TELEFAX: 0471-2597438

URL: WWW.IISERTVM.AC.IN

NOTICE INVITING TENDER FOR PROVIDING TRANSPORT SERVICES

Advertisement No.27/2013

10th December 2013

Sealed Tenders in “Two Bids System” are invited from reputed Transport Agencies for providing transport services on contract basis for Indian Institute of Science Education and Research Thiruvananthapuram (IISER-TVM) for a period of one year.

Sl.No.	Type of Vehicle	No. of Vehicle Required *	EMD
1	Hiring of 49 seater Bus on monthly basis	2	25,000/-
2	Hiring 17 seater Bus/Mini Bus on monthly basis	2	
3	Hiring vehicle on monthly basis	8(Different types)	
4	Hiring vehicle on call basis	As per requirement	

**The quantity mentioned are approximate only. It may change according to the requirements.*

Tender along with the terms & conditions can be obtained from Finance & Accounts department of IISER-TVM on request by paying Rs.520/-. The same can also be downloaded from our website. The Demand Draft of Rs.520/- towards tender document cost should be enclosed in the Technical Bid in case of downloaded documents. Downloaded Tender document without D.D valued Rs. 520 will be summarily rejected.

Last date for submission of Tender Documents : 31.12.2013 till 2:00 PM

Date of opening of Technical Bids : 31.12.2013 @ 3:00 PM

REGISTRAR

TENDER NOTIFICATION

General Terms & Conditions for the Tender for providing transport services

Sealed Tenders are invited from reputed transport agencies for providing transport services on contract basis for Indian Institute of Science Education and Research Thiruvananthapuram (IISER-TVM) for a period of one year.

The offer to the Notice Inviting Tender shall be in two parts viz:

- Technical Bid and
 - Financial Bid
- 1) **Technical Bid** shall consist of technical details, firm registration certificates (Service Tax, TIN, PAN, Agency Registration Certificate, client list etc.), EMD (also a separate Demand Draft for the Tender cost in case of downloaded tender documents from IISER-TVM website) for the required amount and any other technical details. Technical details should be submitted in duplicate. Deviations if any, from tender terms, clause-wise should be clearly mentioned. The tender form shall be submitted with this bid duly signed by the bidder.
 - 2) **Financial Bid in the given format**, shall consist of the rates with break-up details and also required to be submitted in duplicate.
 - 3) The technical bid and financial bid should be submitted in individual separate sealed covers, which shall again to be put in the duly sealed envelope superscribing the tender number.
 - 4) In case the date of opening of tender happens to be a holiday then the tender will be opened on the next working day at the same time and place.
 - 5) The contracting agency/firm/company should have the minimum experience of Two years as on 1/12/2013 in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc.
 - 6) The Agency should be registered with the state/central authorities for fulfilling the eligibility criteria.
 - 7) The contracting agency/firm/company should be based at Thiruvananthapuram or having its office in Thiruvananthapuram.
 - 8) Rates to be quoted should be inclusive of all.

- 9) Nothing shall be paid by IISER-TVM in addition to the rate quoted in the specified place by the Tenderer.
- 10) Each and every page of the tender document should bear the rubber stamp and signature of the authorized signatory with his name.
- 11) Corrections if any should be attested with dated initials by the same party who is signing the Tender form. Overwriting will render your tender liable to be rejected.
- 12) Conditional tenders are liable to be rejected.
- 13) Any attempt to negotiate directly or indirectly on the part of tenderer with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
- 14) Only Technical Bids shall be opened on the scheduled date 31.12.2013 at 3:00 PM. The Financial Bid of only those bidders whose technical bid is accepted by the Technical Evaluation Committee (TEC) shall be opened for which email or written intimation will be given. You are at liberty to be present/authorize a representative to be present during the opening of tenders at the time and date as specified above.
- 15) Indian Institute of Science Education and Research Thiruvananthapuram (IISER-TVM) reserves the right to choose, accept or reject any or all requests/offers, in full or part, at any stage without assigning any reason.
- 16) Upon evaluation of offers, the award of contract will be intimated to the successful bidder.
- 17) Institute reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of institute is firm and final.
- 18) Institute reserves the right to award the contract to more than one agency. The decision of the institute is final.
- 19) The bidder/agency, whose tender is accepted, should send a letter immediately to IISER-TVM conveying his acceptance of the terms and conditions and the rates.
- 20) **Security Deposit:** The successful bidder should submit a Performance Bank Guarantee (PBG)/Demand Draft within 15 days equal to 10% of the total annual contract amount due to the Contractor or Rs.25,000/- whichever is high and will be released after successful completion of the contract period or its extended period. In case the bidder fails to deposit the P.B.G/D.D within the time limit, the offer of acceptance will be treated as cancelled and in such event, the tender may be awarded at the discretion of the competent authority, to the next bidder at the lowest approved rate and the EMD so deposited by the withdrawn bidder will be treated as forfeited.
- 21) The successful bidder shall execute an agreement on the above subject within the time as may be specified by IISER-TVM.

- 22) The contract will be valid for a period of one year starting from the date of signing the contract agreement which shall be extendable to another period of one year depending on the performance of the contractor. It can however be terminated by either parties at any time giving one month notice.
- 23) The contracting agency/firm/company and the IISER TVM shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Thiruvananthapuram.

General Terms and conditions of the contract

- 1) The vehicles supplied by the agency should be in excellent running condition of 2008 model and above and in road worthy condition with good interiors, accident free and fully insured.
- 2) The vehicles should have neat & hygienic seat covers, first aid box, mandatory spares (spare wheel, fuses, spark plug, fan belt etc..) and tool kit.
- 3) All vehicles provided by the agency should be insured for unlimited passenger liability. In case of violation in insurance documents, IISER-TVM will have the rights to prefer the full claim from the agency/contractor.
- 4) The vehicles provided by the agency should have registration as commercial vehicle with Yellow Number plate.
- 5) No dead mileage will be paid by IISER-TVM for reporting/return of vehicles to or from place of duty. The "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches IISER to vehicle leaves IISER.
- 6) In case a vehicle is requisitioned and the same does not reach at the designated time and place, IISER will be free to call required vehicle from any other supplier from open market and the expenses on this account will be recovered from the dues / pending bills .
- 7) The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with IISER TVM 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 fulfilling IISER TVM's vehicle requirements.
- 8) The drivers of the vehicles deployed on IISER TVM site will obtain the duty slips every day from IISER TVM officials and Drivers shall maintain the log book (timings and mileage for each

vehicle) on daily basis and obtain signatures of the users immediately after every duty. IISER TVM officials may demand this log book at any time for inspection.

- 9) In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
- 10) The contracting agency/firm/company shall deploy drivers at the site only after police verification. All drivers deployed on IISER site will carry Identity Card issued by the contracting agency. The drivers must be neatly dressed while on duty, wellmannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. In the event of misbehaviour on the part of drivers, IISER may impose penalty as deemed fit on the contracting agency/firm/company including replacement of Driver.
- 11) The vehicles are normally not required on Sundays and other Holidays of institute. However in case of requirement, the same should be made available at the quoted rates only.
- 12) In case, the vehicles are to be sent on outstation duty, Institute will pay for state taxes/toll fees as applicable.
- 13) Request for fuel revision will be entertained and compensated only if the prices of fuel (Diesel) increase beyond 15% from the date of commencement of contract. Any upward revision of fuel prices during the finalization of contract will not be a part of this 15%. Also, incase fuel prices fall below 15%, the same benefit will be passed to the institute. Every 15% increase or decrease in fuel prices will lead to a corresponding 5% increase or decrease in quoted rates.
- 14) The vehicles inspected and approved by IISER-TVM only to be provided for service on regular basis during the contract period. Periodical inspection shall be carried out by the Institute on vehicles.
- 15) The vehicles should conform to Motor Vehicle Inspection Standards.
- 16) Vehicles provided as replacement /stand by will also be subjected to the inspection and approval of the institute.
- 17) The agency will be able to replace the vehicles that are not roadworthy or older models than specified or without valid documents and also replace the drivers who are found misbehaving, missing trips, tampering the log sheets, refusing to do duty etc..
- 18) In case of any additional requirement of vehicles during the contract period, the same has to be provided at the contract rates only.
- 19) Institute reserves the right to reduce the number of vehicles if necessary.

- 20) The contractor should ensure that the details of their vehicles, name and address of the driver and mobile numbers are given to the Administration dept. of the institute.
- 21) The agency should have proper office with telephone/mobile numbers manned at all times, enabling institute to contact them at any time.
- 22) In case of accidents, the agency will be solely responsible for the same. IISER-TVM will not enter into any litigation whatsoever under any circumstances.
- 23) In case the agency's staff suffer any injuries/damages or meet with an accident in the institute premises or outside the premises, during discharge of duties, the entire cost of compensation should be borne by the agency.
- 24) The agency shall be responsible for all claims from third parties in the event of any accident (including for the staff of the institute). Institute will not be liable for any specific or consequential damages of any kind whatsoever.
- 25) All vehicles provided by the agency should have log book with standard formats.
- 26) It is driver's responsibility to obtain the signature of the end-user with starting kilometer & ending kilometer after rendering the particular trip.
- 27) **Payment:** 100% payment for their services rendered during the previous month within 30 days against submission of bill with supporting log book copies, tripsheets/duty slips etc... It is therefore necessary that log book be signed by the end-user using the vehicle. The payment will not be made for the particular trip(s) where the details of the trips are not entered and signed by the end-user. IISER-TVM will not entertain any correction/signature obtained from the end-user or other personnel in the later date for such events.
- 28) The log book should also have the provision of recording complaints and poor services noticed by the institute staff/end-user. In case of deficiency of services/complaints, the institute may impose penalty, which will be deducted from the monthly bill of the agency. The decision of the institute administration will be final and binding on the contractor in this regard.
- 29) Periodical report of tax submission to the tax authorities to be submitted. If the agency fails to produce the same during the contract then the tax portion of the bills for the entire contract period will be adjusted from the bill which is submitted finally and the security deposit.
- 30) The vehicles which are assigned on daily/monthly basis should be available at our institute's premises in the stipulated time and the meter reading should be brought to the notice of the person in-charge in the Administration & recorded in the register on daily basis.
- 31) The contractor should at all times comply with all directions and instructions of IISER-TVM. Non-compliance of instructions may lead to termination of agreement/contract.

UNDERTAKING

I/We _____ have carefully gone through and understood the contents of the tender and its terms & conditions including Annexure and I/we undertake to abide myself/ourselves by all the terms and conditions set forth.

Date:- _____

SIGNATURE _____

Place:- _____

NAME _____

(Authorized Name & Signatory of Agency/firm with stamp)

Technical Bid- Agency Details

1	Name and Address of the Tenderer/Agency with Telephone Number/Fax No./Mobile No.	:
2	State of Agency (Registered Co./Proprietary/Society/Registered under Shops & Establishment Act) with valid Registration Certificate	:
3	Tax Identification Number (TIN)	:
4	Service Tax Registration No.	:
5	Permanent Account Number (PAN)	:
6	Number of Employees employed by the bidder/agency	:
7	Details of number of vehicles owned by the agency and others	:
7	Experience in the field of Transports/Travels (in Years)	: Details of clients of last three years including with their copy of contract award letter to be enclosed.
8	Nature of any other business run by the agency	:
9	Address/Location of the office from where the vehicles are assigned and monitored to clients	:
10	Details of Vehicles owned by the company (Make, Model and Registration No.)	: To be enclosed in separate sheet
11	Bankers Name and Address with their solvency certificate	: To be enclosed separately
12	Bankers IFSC Code	:
13	Details of EMD (DD No., date & amount)	:

Date:- _____

SIGNATURE _____

Place:- _____

NAME _____

(Authorized Name & Signatory of Agency/firm with stamp)



भारतीयविज्ञानशिक्षाएवंअनुसंधानसंस्थानतिरुवनंतपुरम
 (मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्तसंस्था)
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM
 (An Autonomous Institution under MHRD, Government of India)
 सी.ई.टी परिसर, तिरुवनंतपुरम/CET Campus, Thiruvananthapuram-695016

TENDER NOTICE FOR TRANSPORT SERVICE

Advt: No:27/2013

Date: 10-12-2013

Annexure-II :Financial Bid

Vehicle on monthly basis

Particulars	Non-A/C			A/C			Non-A/C			
	Tata Indica	Tata Indigo/ Mahindra Logan/ Similar vehicle etc..	Innova/ Qualis/ Tavera/ Scorpio/ Similar vehicle	Tata Indica	Tata Indigo/ Mahindra Logan /Similar vehicle etc..	Innova/ Qualis/ Tavera/ Scorpio/ Similar vehicle	Tempo Traveller/ Tata Cityride 20/Similar vehicle etc..	Tata Winger/ Similar vehicle	Mini Bus (30/35 Seater)	Big Bus (49seater)
1	2	3	4	5	6	7	8	9	10	11
Rate Per Month										
Rate Per Km beyond 2000 Kms										
Service Tax/VAT										
Driver Bata										

Notes: 1) Rate per Month @ maximum of 2000 KMS; 22-26 days per month; 12 hrs per day; Above2000KMS, per km rate shall be applicable;

2) Driver Bata Applicable only when the vehicles are hired for overnight trips

3) While submitting the bills for the previous month, the contractor shall certify that the tax which is received from the institute is being made quarterly/regularly as per Service Tax rules

Date:- _____

SIGNATURE _____

Place:- _____

NAME & Address of the Tenderer with seal _____

Vehicle on per call basis

Particulars	Non-A/C			A/C			Non-A/C		A/C	
	Tata Indica	Tata Indigo/ Mahindra Logan/ Similar vehicle etc..	Innova/ Qualis/ Tavera/ Scorpio/ Similar vehicle	Tata Indica	Tata Indigo/ Mahindra Logan /Similar vehicle etc..	Innova/ Qualis/ Tavera/ Scorpio/ Similar vehicle	Tempo Traveller/ Tata Cityride 20/Similar vehicle etc..	Tata Winger/ Similar vehicle	Tempo Traveller/ Tata Cityride 20/Similar vehicle etc..	Tata Winger/ Similar vehicle
1	2	3	4	5	6	7	8	9	10	11
Rate Per Km										
Rate Per Hr										
Rate Per Day										
Service Tax/VAT										
Driver Bata										

1. The type of hiring (Per Km/Per Hr/Per Day) will be decided by IISER and will be intimated the same at the time of call itself
2. Driver Bata Applicable only when the vehicles are hired for overnight trips
3. While submitting the bills for the previous month, the contractor shall certify that the tax which is received from the institute is being made quarterly/regularly as per Service Tax rules

Date:- _____

SIGNATURE _____

Place:- _____

NAME & Address of the Tenderer with seal _____

Format of Vehicle Log Book

Date	Time		Details of Journey							Name & Signature of the Official/Officer who have performed the journey
	Out	In	From	To	Routes	KM Reading at commencement of journey	KM Reading at end of journey	Distance travelled in Kilometers	Purposes of Journey	