



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान
(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM
(An Autonomous Institution under MHRD, Government of India)
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TENDER NOTICE FOR TRANSPORT SERVICE

ADVT NO. 06/2014

DATE: 03-03-2014

TECHNICAL BID

(TO BE SUBMITTED IN DUPLICATE)

GENERAL TERMS & CONDITIONS

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

- Technical Bid and
- Financial Bid

1) **Technical Bid** shall consist of copies of mandatory certificates (**Service Tax, TIN, PAN, Agency Registration Certificate**), Details of vehicles owned, Details of employees, Experience (in years), Existing client list (with proof), **EMD** (Rs. 25000/- in the form of DD favouring Indian Institute of Science Education and Research Thiruvananthapuram), **Tender Cost** (Demand Draft for Rs. 520/- for downloaded tender documents), **Bank Details** with solvency certificate and other documents as specified in the Technical Bid attached. Technical details should be submitted in **duplicate**. Deviations if any, from tender terms, clause-wise should be clearly mentioned.

Technical bids without Tender Fee, EMD and other supporting documents will not be considered for evaluation.

- 2) **Financial Bid** should be given in the enclosed format and shall consist of the rates with break-up details. Financial Bid to be submitted in **duplicate**.
- 3) The technical bid and financial bid should be submitted in **individual separate sealed envelopes**, which shall again to be put in the duly sealed envelope superscribing the tender number. All the covers should bear seal of the agency.
- 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 **TWO YEAR** experience as on 01/03/2014 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. The copy of contract agreement / work order to be submitted as proof.
- 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 by the Tenderer.
- 10) **Tender form should be submitted along with technical bid and each and every page of the tender document should bear the rubber stamp and signature of the authorized signatory.**
- 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 or influence directly or indirectly from tenderer's side will result to disqualification.**
- 14) Only Technical Bids shall be opened on the scheduled date **24.03.2014 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) Director, 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) **Performance Bank Guarantee:** The successful bidder should submit a Performance Bank Guarantee (PBG)/Demand Draft within 15 days equal to 10% of the total annual contract amount or Rs.1,00,000/- (Rupees One lakh only) whichever is higher and will be released after successful completion of contract period/extended contract period, whichever is later. 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 contract 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.

Other Terms and conditions of the contract

- 1) The vehicles supplied by the agency should be in excellent running condition of 2009 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 satisfying 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, well mannered, courteous with proven integrity, healthy personal habits and should be able to contact at any point of time. 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) In case of requirement, vehicles should be made available on Sundays and other Holidays of institute 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, in case 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 met 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, trip sheets/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.** In case of failure the amount will be deducted from the subsequent bills. Balance due if any will be adjusted from 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 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)

DETAILS OF FIRM

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) (attach copy of Registration Certificate)	
3	Tax Identification Number (TIN)	
4	Service Tax Registration No. (attach copy of certificate)	
5	Permanent Account Number (PAN) (attach copy)	
6	Number of Employees employed by the bidder/agency	
7	Details of number of vehicles owned by the agency and others (attach proof)	
7	Experience in the field of Transports/Travels (in Years) (Details of clients of last three years to be furnished along with proof such as work order / contract agreement)	
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 attached 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) (to be submitted alongwith technical bid)	

Date:- _____

SIGNATURE

Place:- _____

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

CHECK LIST FOR ATTACHMENTS

(Put a "tick" in the appropriate column)

<u>Sl</u>	<u>Attachment</u>	<u>Yes</u>	<u>No</u>
(a)	Address Proof		
(b)	Copy of Registration Certificate		
(d)	Copy of Service Tax Registration Certificate		
(e)	Copy of Pan Card		
(g)	Details of Vehicles Owned		
(h)	Proof of experience		
(i)	Bank Details with IFSC code and solvency certificate		
(j)	EMD (for Rs. 25000/- in the form of DD)		
(k)	Tender Fee (Rs. 520/-)		
(l)	Signed copy of tender form		
(m)	Undertaking		

Date:- _____

SIGNATURE _____

Place:- _____

NAME _____

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