



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER)
THIRUVANANTHAPURAM**
**(An Autonomous Institution under Ministry of Human Resource Development, Govt. of
India)**
COLLEGE OF ENGINEERING TRIVANDRUM (CET) CAMPUS
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NOTICE INVITING TENDER FOR PROVIDING TRANSPORT SERVICES

Advertisement No. 12/2012

24th May 2012

Indian Institute of Science Education and Research, Thiruvananthapuram (IISER-TVM) is dedicated to scientific research and education of highest standards.

The transit campus of the institute is located in the Computer Science building of the College of Engineering, Trivandrum. The institute is planning to commence operations at permanent campus at Vithura, 40 KM from city of Trivandrum from July 2012.

Sealed Tenders in “Two Bids System” are invited from eligible bidders for providing vehicles for various uses/services on hire under regular (fixed monthly running) and call basis for institute’s permanent campus (Vithura) for a period one year.

Sl.No.	Type of Vehicle	No. of Vehicles	Route
1	10/15/20 Seaters Vehicle A/c and Non A/c	1-2	Vithura Campus to the schools like St. Thomas School Trivandrum & other schools located in Vithura township
2	5-6 Seaters vehicle A/c & Non A/c	1-2	Commuting within the campus and shunting trips to Vithura townships on requirement basis
3	20-25 Seater vehicles A/c and Non A/c	4-5	Trivandrum City - Vithura campus
4	40-50 Seater Bus (Non A/c)	1	Vithura Campus -Trivandrum City
5	Other vehicles – Small and Big Cars & SUV (A/c and Non A/c)	2-3 & need basis	Various driving directions for official purposes
6	Fully Equipped Ambulance		24X7 availability

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.

Date & timing of pre-bid meeting : **31.05.2012**
Last date for submission of bids : **14.06.2012 till 2:00 PM**
Date of opening of Technical Bids : **14.06.2012 @ 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 Thiruvanthapuram (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** 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 Agency should be registered with the state/central authorities for fulfilling the eligibility criteria.
- 6) Rates to be quoted should be inclusive of all.
- 7) Nothing shall be paid by IISER-TVM in addition to the rate quoted in the specified place by the Tenderer.
- 8) Each and every page of the tender document should bear the rubber stamp and signature of the authorized signatory with his name.
- 9) 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.
- 10) Conditional tenders are liable to be rejected.
- 11) 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.
- 12) Only Technical Bids shall be opened on the scheduled date 14.06.2012 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 before a week of opening. 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.
- 13) 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.
- 14) Upon evaluation of offers, the award of contract will be intimated to the successful bidder.

- 15) 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.
- 16) Institute reserves the right to award the contract to deserving parties either in full or in part. The decision of the institute is final no enquiry will be entertained in this regard.
- 17) 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.
- 18) **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 less valid for the entire contract period starting from the date of signing of agreement. 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 will be awarded to the next party and the EMD so deposited will be treated as forfeited.
- 19) The successful bidder shall execute an agreement on the above subject within the time as may be specified by the Registrar, IISER-TVM.
- 20) 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.
- 21) All disputes are subject to exclusive jurisdiction of Trivandrum courts only.

General Terms and conditions of the contract

- 1) The vehicles should conform to Motor Vehicle Inspection Standards.
- 2) The vehicles supplied by the agency should be in good running condition of 2008 model and above and in road worthy condition with good interiors, accident free and fully insured.
- 3) The vehicles should have neat & hygienic seat covers, first aid box, mandatory spares (spare wheel, fuses, spark plug, fan belt etc..) and tool kit.

- 4) 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.
- 5) The vehicles provided by the agency should have registration as commercial vehicle with Yellow Number plate.
- 6) In case, the vehicles are to be sent on outstation duty, Institute will pay for state taxes/toll fees as applicable with normal driver charges.
- 7) Request for fuel revision will be entertained and compensated only if the prices of fuel 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.
- 8) 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.
- 9) The hired vehicles are basically meant for passenger transport. On occasions, when personal luggage like suitcases, hold-all, home appliances etc.. are to be transported, it should be ensured that the drivers accommodate and transport the personal luggage items.
- 10) 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, misusing the log sheets, refusing to do duty etc..
- 11) In case of any additional requirement of vehicles during the contract period, the same has to be provided at the contract rates only.
- 12) Institute reserves the right to reduce the deployment/engagement of vehicles if necessary
- 13) 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.
- 14) The agency should have proper office with telephone/mobile numbers manned at all times, enabling institute to contact them at any time.
- 15) 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.

- 16) 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.
- 17) 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.
- 18) All vehicles provided by the agency should have log book with the formats prescribed by the institute.
- 19) It is driver's responsibility to obtain the signature of the end-user with starting kilometer & ending kilometer after rendering the particular trip.
- 20) **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.
- 21) 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 to 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.
- 22) 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.
- 23) The vehicles taken on hire will have to be normally stationed in the Institute campus at Vithura for which space will be assigned by the Institute.
- 24) The vehicles which are assigned on daily/monthly basis should be available at our institute's premises or the premise of the assignee official of the institute in the stipulated

time and the meter reading should be brought to the notice of the person in-charge in the Administration or the assignee official recorded in the register/log book on daily basis.

25) 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)