

TECHNICAL BID
TENDER FOR TRANSPORT SERVICE

ADVT NO. IISER(T)/Admn/038/2018

DATE: 14 Aug 2018

INDEX

<u>Ser No.</u>	<u>Particulars</u>	<u>Page Nos</u>
<u>PART I – Tender Details</u>		
1.	Eligibility Criteria	2-3
2.	Other Terms and Conditions of tender	3-9
3.	Agency/Firm/Company Profile	9-10
4	Draft of letter to be submitted by the bidder along with tender	11



ELEGIBILITY CRITERIA

1. The contracting agency/firm/company should have the minimum **THREE YEAR** experience as on **31 July 2018** in the field of providing transport services (car, 17 seater traveller, 30-35 seater mini bus and 49 seater bus and other type of commercial / passenger vehicles) on hire basis to Public Sector Undertakings (PSU), Govt. Organizations, educational institutions and reputed private organizations. The copy of contract agreement / work order to be submitted as proof.
2. The contracting agency / firm / Company should be registered with the state/central authorities.
3. The contracting agency/firm/company should be based at **Thiruvananthapuram** or having its office in Thiruvananthapuram for smooth facilitation.
4. The contracting agency/firms/company should have minimum annual turnover of Rs. 50,000,00/- (Rupees Fifty lakh only) during last three financial years i.e.FY 2015-16, FY 2016-17, FY 2017-18 in providing passenger vehicles on hire basis. The proof for the same such as Profit & Loss Account duly authenticated by the authorised CA is to be attached.
5. The contracting agency/firm/company should own the required types of vehicles with valid permits. If vehicles are owned by other persons / firms the details of vehicles along with willingness / agreement with the owner needs to be submitted along with the technical bid.
6. 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 super scribing the "**Tender for Transport Services – IISER TVM**" and quoting the tender number and last date of submission. All the covers should bear seal of the agency and to be addressed to "The Director, IISER-TVM"
7. Rates quoted should be exclusive of GST. GST will be paid as applicable from time to time. Nothing else shall be paid by IISER-TVM in addition to the rate quoted by the Tenderer. Conditional tenders will be summarily rejected.
8. **Tender Fee:-**Tender document fee of Rs.590/- (Rupees Five hundred ninety only) is to be paid online in the following link <https://www.onlinesbi.com/prelogin/icollecthome.htm>(State Bank Collect- Accept-Term and Conditions- Proceed-Select State **Kerala**-Select Type of Institution- **Educational Institution**- Select - **IISER Thiruvananthapuram**- Select Payment Category- **Stores and Purchase**. The receipt of payment with DU Number reference is to be enclosed with the technical bid as a proof of payment. The tenders without tender fee will be summarily rejected.



9. **Earnest money Deposit (EMD):-** EMD of Rs.1,00,000/- (Rupees One lakh only) to be submitted online (as per procedure given in para 8) and receipt of payment with DU Number reference is to be enclosed with the technical bid as a proof of payment. The tenders without EMD will be summarily rejected. The EMD shall be forfeited by IISER-TVM, if tenderer withdraw his tender after opening.

10. The rates quoted in the Financial Bid is to be valid for a period of at least 12 months from the date of award of contract. Tender valid for shorter periods shall be liable for rejection.

11. The tender shall be signed by the proprietor / authorised personnel. His/her full name and status be indicated below the signature along with official stamp of the contracting agency/firm/company. As far as possible correction in the figures are to be avoided. Corrections, if any, should be attested with dated initials by the same party who is signing the Tender form. Overwriting will render the tender null and void and are liable to be rejected.

12. IISER-TVM reserves the right to contact the existing clients of the eligible bidders to receive on the spot information regarding the quality of services being provided by them.

13. The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions/ registrations/ permits are liable to be rejected.

14. The Director, IISER-TVM reserves the right to award contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Director, IISER-TVM in this regard shall be final and binding on all.

OTHER TERMS AND CONDITIONS OF THE CONTRACT

1. The contract will be valid for a period of one year from the date of commencement of contract which shall be extendable to further period(s) depending on the performance of the contractor. It can however be terminated by either parties at any time giving two months' advance notice.

2. Only Technical Bids shall be opened on the scheduled date of 05 September 2018 **at 2:30 PM**. The bidders 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. The Financial Bid of only those bidders whose technical bid is accepted by the Technical Evaluation Committee (TEC) shall be opened for which e-mail or written intimation will be given.

3. 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 for which no communication will be given.



4. Institute reserves the right to choose, accept or reject or withdraw any part or full tender(s) at any stage without assigning any reason. The decision of institute in this regard is firm and final.

5. The contract will be awarded on technically qualified lowest overall L1 bidder.

6. Institute also reserves the right to award the contract to one/more than one agency depending on the gravity of the requirement and classification of vehicles.

7. Letter of Intent will be issued to the technically qualified L1 bidder and they should send a confirmation letter immediately to IISER-TVM conveying their acceptance of the terms and conditions and the rates and should sign a service agreement with IISER TVM in non-judicial stamp paper worth value of Rs. 200/- detailing the terms and conditions within the time as may be specified by IISER-TVM.

8. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.

9. **Performance Bank Guarantee:** The successful bidder should submit a Performance Bank Guarantee (PBG) within 15 days from issue of Letter of Intent which is equal to 10% of the total annual contract amount or Rs.10,00,000/- (Rupees Ten lakh only) whichever is lower . The PBG should be valid till two months from the date of completion of the period of contract. The PBG will be released only after sixty days from the 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 Letter of Intent will be treated as cancelled and in such event, the contract may be awarded at the discretion of the competent authority, to the next lowest bidder and the EMD so deposited by the withdrawn bidder will be treated as forfeited.

10. The contracting agency/firm/company shall provide the services continuously during the period of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, noncompliance of the orders of competent authority etc the contractor shall be liable for necessary legal action and **Performance Bank Guarantee** submitted by the contracting agency/firm/company shall be forfeited.

11. The contracting agency/firm/company and the IISER TVM shall make every effort to resolve any dispute or disagreement amicably. 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. Any attempt to negotiate or influence directly or indirectly from tenderer's side will result to disqualification.

12. Multiple bids by the single bidder or its allied firms will be summarily rejected.



13. The vehicles supplied by the agency should be in excellent running condition of **2015** model or later. The vehicle should be in road worthy condition with required permits from appropriate authorities and with good interiors, accident free and fully insured.

14. The vehicles provided should have plain external look. The vehicles should have neat & hygienic seat covers, first aid box, mandatory spares (spare tyres, fuses, spark plug, fan belt etc.) and tool kit. The vehicles should not be fitted with additional lightings, music system etc. which are banned under the relevant provisions.

15. 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.

16. The vehicles provided should conform to Motor Vehicle Inspection Standards.

17. The vehicles provided by the agency should have registration as commercial vehicle with Yellow Number plate.

18. All vehicles provided by the agency should have log book with standard formats as per format provided by IISER-TVM at the time of finalisation of contract. 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 payable to the agency. The decision of the institute administration will be final and binding on the contractor in this regard.

19. The vehicles inspected and approved by IISER-TVM only to be provided for service during the contract period. Periodical inspection shall be carried out by the Institute on vehicles. In case of non-compliance of any of the conditions, a penalty of Rs.500/- on each fault will be imposed.

20. Vehicles provided as replacement /standby should also be get approved by the concerned official of the Institute.

21. 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 TVM and the vehicle leaves IISER TVM premises.

22. 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. In case of delay in reporting of the vehicle, a penalty of Rs.50/- per 30 minutes delay will be imposed.

23. The agency should be able to replace the vehicles that are not roadworthy or older models than specified or which are found without valid documents. The agency should also replace the drivers who are found misbehaving, missing trips, tampering the log sheets, refusing to do duty etc.



24. 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. The agency should have proper office with telephone/mobile numbers/ e-mail Id manned at all times, enabling institute to contact them at any time.

25. The agency should establish a **travel desk** at the Institute premises and a supervisor should be appointed at own cost on all days to coordinate the vehicle requirements so that optimal services could be availed without any disruption. The supervisor should be available at the travel desk during Institute working hours and over telephone during off working hours 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.

26. All the charges towards repair/ servicing/ insurance, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the vehicles deployed at IISER-TVM campus shall be borne by the agency/firm/company.

27. The drivers of the vehicles must be soft spoken and must be in standard uniform as decided by the state government authorities for particular type of vehicle. **As far as possible the drivers assigned should not be changed during the tenure of the contract and the changes, if any should be informed in advance and to be with the consent of the Institute.**

28. The contracting agency/firm/company shall deploy drivers at the site only after police verification. All drivers deployed on IISER site should carry Identity Card issued by the contracting agency. The drivers must be in neat uniform while on duty, well mannered, courteous with proven integrity with 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.

29. The drivers of the vehicles deployed on IISER TVM site on entry shall obtain seal on 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. It is driver's responsibility to obtain the signature of the end-user with starting kilometre & ending kilometre after rendering the particular trip.

30. It shall be the responsibility of the agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers / other staff engaged by IISER-TVM

31. For all purposes, agency / firm / company shall be the "Employer" within the meaning of Labour legislations, for the drivers / other staff employed in vehicles deployed at IISER-TVM campus and shall be solely responsible for the redressal of all types of grievances and resolution of disputes, if any.



32. 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/ security desk and the same is to be recorded in the register and on the trip sheets provided on daily basis.

33. In case of requirement any additional no. of vehicles during the contract period, the same has to be provided at the contract rates only and requirement of vehicles on Sundays and other Holidays of institute also to be met at the approved rates.

34. In case, the vehicles are to be sent for outstation duty, Institute will pay for state taxes/toll fees as applicable on production of receipt.

35. 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.

36. 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. IISER-TVM will not be responsible for any kind of fine on account of violation of traffic rules, accidents etc.

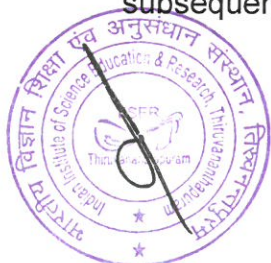
37. In case the agency's staff suffer any injuries/damages or met with an accident in the institute premises or outside the premises, during discharge of duties, the entire cost of compensation should be borne by the agency.

38. 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.

39. Request for revision in quoted rates 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.

40. **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. Income Tax (T.D.S) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department.

41. The firm should remit the GST collected to the concerned authorities and should submit the proof on demand. In case of failure the amount will be deducted from the subsequent bills. Balance due if any will be adjusted from the security deposit.



42. The contractor should accept the last minute cancellation of the requisition for hired vehicles by IISER-TVM without assigning any reason.

43. In the event of non-performance by the contractor or non-providing of vehicles when requisitioned a warning will be given on two occasion. Failure to provide vehicles/ non-performance of contractual obligations on third occasion will result in termination of contract and forfeiture of security deposits. Any vehicles obtained at risk and coast of the defaulting contractor will be paid from any amount due to the defaulting contractor.

44. The requirement of vehicles for a day will be informed to the contractor/supervisor by 1900 hrs on the previous day by IISER-TVM telephonically, personally, email or letter.

45. The Kilometre reading will commence and terminate at IISER TVM campus at Maruthamala PO, Vithura on completion of the work. Vehicle not reporting back to IISER TVM on completion of duty will be considered as de-hired and in that case payment will not be made.

46. 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.

I / We do not have any counter conditions.

Date:- _____

SIGNATURE : _____

Place:- _____

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



DETAILS OF AGENCY/ FIRM/ COMPANY

1	Name and Address of the agency / firm / company (attach proof like electricity bill / telephone bill)	
2.	Telephone Number/ Mobile Number	
3.	E-mail id	
4.	State of Agency (Registered Co./Proprietary/Society/Registered under Shops & Establishment Act) (attach copy of Registration Certificate)	
5.	GST Number (Attach Copy of GST registration certificate)	
6.	Permanent Account Number (PAN) (attach copy)	
7.	Number of Employees employed by the bidder/agency	
8.	Details of number of vehicles owned by the agency and others(attach proof of registration certificates, insurance policy or copy of agreement with the owner of the vehicle)	
9.	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)	



10.	Nature of any other business run by the agency	
11.	Address/Location of the office from where the vehicles are assigned and monitored to clients	
12.	Bankers Name and Address (attach copy of pass book/ Cancelled Cheque)	
13.	Bankers IFSC Code	
14	Tender Document Fee receipt (copy of SBI collect receipt with DU number) (to be submitted alongwith technical bid)	
15	Details of EMD (copy of SBI collect receipt with DU number) (to be submitted along with technical bid)	
16	Proof for annual turn over of Rs. 50,000,00/- for the last three Financial Years (attach copies)	

Date:- _____

SIGNATURE _____

Place:- _____

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

Date: _____



The Director

Indian Institute of Science Education and Research
Maruthamala PO
Vithura, Thiruvananthapuram – 695551

Subject:- Tender for Transport Services

Sir,

1. Refer to your tender notice No. IISER (T)/Admn/038/2018 dated 14 August 2018.
2. I/ We hereby submit my/ our tender in a required format. Part A Technical Bid in sealed Envelope and Part B Financial Bid in separate sealed envelope.
3. I/ We have carefully gone through the terms and conditions given and I/ We accept the same without any alterations/ modifications.

Yours faithfully,

Signature:

Name & Seal of contracting
agency/firm/company

Note: - To be printed in agency letter head

