



**INDRAPRASTHA INSTITUTE OF INFORMATION  
TECHNOLOGY, DELHI (IIIT-DELHI)**

Okhla Industrial Estate, Phase III New Delhi

110020(Tel No 011-26907400, Website:

[www.iiitd.ac.in](http://www.iiitd.ac.in))

**NOTICE INVITING TENDER FOR PROVIDING FULL-TIME STAFF CAR SERVICES**

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of the Government of NCT of Delhi.

IIIT-Delhi invites sealed Bid from reputed agencies/companies in two bid systems (Technical Bid and Financial Bid separately) located in New Delhi/Delhi, for **Providing Full-Time Staff Car Services at IIIT Delhi** as per the details below:

All amendments/information with respect to this Tender will be unloaded on the Website <https://www.iiitd.ac.in/tenders> and All Tenderers are, therefore, advised to visit the website regularly for updates.

**Bid Schedule**

Tender No	21/2023
Date of Start and downloading the tender	<b>17<sup>th</sup> Nov 2023</b>
Last date and time for submission of tender	<b>8<sup>th</sup> Dec 2023</b> at 1500 Hrs. (tender deposit in the Tender Box kept in 2 <sup>nd</sup> Floor of Old Academic Block of the Institute)
Date and time of bid opening of Technical Bids	<b>8<sup>th</sup> Dec 2023</b> at 1530 Hrs
Date and Time of the opening of Financial Bids	Only those tenderers who have submitted the required documents as prescribed in the tender document will be considered for opening of the Financial Bid. The date and time for the same will be decided later
Address for communication & submission of tender documents and opening of technical bid	Registrar, IIIT-DELHI, Okhla Industrial Estate, Phase III New Delhi 110020
Earnest Money Deposit:	Rs. 25,000/- (Rupees Twenty thousand only) is to be submitted with tender document as earnest money. The above payment shall be made in the shape of deposit at pay order/demand draft of a scheduled bank issued in favour of "IIIT Delhi Collection" payable at New Delhi
Tender Fee/cost	Rs.590/- including GST (Rupees Five hundred Ninety only) in the form of a demand draft/ pay order in favor of "IIIT Delhi Collection" which is non-refundable. The bidder can also make

	online payment of by using following details : NEFT Transfer A/c details are as under: Bank - HDFC Bank LTD , Okhla Industrial Area Phase -III New Delhi 110020 Beneficiary's Name - IIIT Delhi Collections Account No - 20741110000035 IFSC code- HDFC0002074 In case of on-line payment of Tender Fees - UTR No. (For Tender Fee)
Performance Guarantee	To be submitted by L1 bidder. The bidder whose bid is accepted will be required to furnish a Performance Guarantee 5% of the tendered value of the accepted tendered amount. This guarantee shall be in the form of DD / FDR in favour of "IIIT Delhi Collection" payable at New Delhi-110020. Bank Guarantee of any scheduled bank drawn in favour of IIIT-Delhi.
Date for start of services	Within Seven (7) days of the Award of Contract, as per the scope of work.
Contact No & Email ID	Email ID: admin-project@iiitd.ac.in phone no-01126907563/564/565

**(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document with registration for similar works in envelope No. 1 instead of EMD demand draft. However, all bidders irrespective of their registration with NSIC/MSME have to submit the requisite Tender Fee)**

**Note: This tender document contains 12 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.**

### **Scope of Work -**

The Institute has a requirement to hire a full-time 24x7 staff car for use by the Institute.

The car will be stationed at IIITD premises at the disposal of the HOD 24x7. Driver/s will be made available on flexi time basis as directed. An equivalent service car will be provided as and when the car is withdrawn for servicing /R&M/ any other reason for being unable to ply on road at any time. **The car should have insurance, a number plate and all necessary documentation to enable it to be driven with the driver or without the driver of the agency or by IIITD staff /HOD as and when required without any hindrance within or outside Delhi NCR.**

- a) The separate '**Technical Bid**' and '**Financial Bid**' in the enclosed format in the different sealed envelopes should be kept together in a single sealed envelope and super-scribed with "**Providing Full-time Staff Car Services at IIIT Delhi**".
- b) The Vehicle is to be hired on a monthly basis and will be required to be parked inside the IIIT-Delhi Campus, Okhla Phase-III, New Delhi-110020 campus 24x7.
- c) The vehicle supplied to IIIT-DELHI shall fully comply with vehicle registration fitness insurance requirements in the State of Delhi, as per provisions of the Motor Vehicles Act, 1988 and latest updated rules made there under including other instructions/requirements issued/specified from time to time.

- d) **The vehicle to be hired will be a new latest Euro VI or BSVI vehicle or above as per Govt. Orders with + 7 Seater vehicle (purchased in Year Model-2022-2023), Star-rated NCAP for driver, passenger rated, min 6 airbags etc. The contractor would ensure regular maintenance, cleaning and upkeep, servicing and all requisite preventive and any minor/major breakdown maintenance in Delhi/NCR/outside Delhi anywhere within India, for ensuring perfect road worthiness of the vehicle for smooth running of the vehicles throughout the contract term. All parking/taxes/toll charges paid during the travel of the IIITD officers shall be paid by the vendor and shall be reimbursed on production of actual receipts/fast tag payments receipts.**
- e) Prior approval of the vehicle type/ color may be taken in case of vendor going for a new purchase of the vehicle shall be taken before purchase of new vehicle.
- f) The driver/ staff deployed by the Contractor for driving the vehicle should hold valid commercial driving license and be fit physically and mentally. Medical Fitness and eye test certificate, Aadhar Card /DL copy for such staff appointed pursuant to this Tender should be provided at the time of award of tender. The driver provided should have at least 5 years of driving experience. No case/litigation for rash/drunken or other offence should be pending against the driver. The contractor must ensure that all necessary documents/ requirements in the vehicle as per applicable rules must be available at all times with the vehicle/driver deployed for duty viz PUC, Registration Certificate, Insurance papers, fuel sticker,HSRP plate, Fast-Tag/ any other rules /laws as applicable etc., Driver uniform for summer and winter, double vaccination as per Govt. directives, periodic servicing road worthiness cleaning of vehicle and **sanitization, car refresher, air purifier etc. to be provided with the vehicle as required and the driver shall follow directions of Officer-in-charge.**
- g) The vehicle shall be capable of being driven by the IIITD officials with or without its driver within Delhi NCR or even outside as per requirements. Necessary insurance coverage for the vehicle and driver / passengers comprehensively must be available to enable same. There will not be any limitation of minimum or maximum running kms of vehicle on day to day basis or on Sundays or Holidays. **It may also be noted that during the hours when driver is on/off duty or not available, the Institute's staff/Director/HOD may self-drive the car and suitable provisions may be made in the insurance/any other documents to cover this aspect without any claim /compensation whatsoever.**
- h) The firms /agencies should have sufficient drivers and vehicles so as to offer prompt and smooth service. They should supply equivalent /similar capacity vehicle with a driver on odd/even days to ensure uninterrupted services or any other day when either vehicle /driver are unavailable due to any reason whatsoever.
- i) The vehicles shall be fitted/provided with accessories/utilities viz New clean seat covers to be changed ever one to two years, High Quality radio music system, air purifier, reading lamp, tissue paper box, car perfume, seatbelts, safety airbags, fire extinguisher, first-aid kit, umbrella in monsoons, tools/spares etc.

- j) The billing shall be monthly basis with **the excess /savings in the run hours over and above the contracted hours shall be adjusted on quarterly basis during the contract period.**
- k) All-inclusive rate quoted in the tender document/ negotiated will remain same throughout the contract period and is not subject to change under any circumstances. No variation in rates shall be permitted. GST to be indicated separately if applicable.
- l) The agency shall obtain adequate comprehensive insurance cover for the vehicle, his staff/driver and all bonafide passengers of the vehicle and third party insurance supplied pursuant to this tender. A copy of the insurance certificate will be provided to the institute further, the contractor shall be responsible for all injuries and accidents to such staff and bonafide passengers including such injuries and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the Contractor's obligations pursuant to this tender. Further any cost of injury to the occupant of the vehicle/ third party shall be on the vehicle provider.
- m) The contractor shall be responsible for the good conduct and behavior of his employee. If any of the Contractor's Employees is found misbehaving with the staff, faculty, student or outsourced staff, the Contractor shall, on receipt of instructions from the Registrar, IIIT-DELHI or any other Officer designated by the Registrar, IIIT-DELHI in this regard, replace such contractor Employee, at the Contractor's risk and responsibility. A declaration from the Contractor on their letter head stating that their drivers provided are Good Character, have police verification, have valid Driving licenses and are aware of Delhi NCR roads will have to be submitted before award. Necessary summer /winter uniforms for the drivers shall be part of the contractor's responsibility.
- n) The Contractor shall issue necessary instruction to his staff to act upon the instruction given by the Supervisory-Staff of IIIT-DELHI. He should have sufficient nos. of phone/s and provide smart cell phone duly activated sim for smooth connectivity and on-road navigation etc.
- o) The Contractor shall ensure proper and reasonable precautions during performance of their obligations and in the event of any loss being caused to IIIT Delhi on account of negligence/derelection of duties or performance of their obligations by the Contractor or the Contractor's staff, the Contractor shall be liable to indemnify IIIT-DELHI for such loss, out of the Contractor's insurance cover or otherwise, such loss being quantified after an inquiry comprising of the representative of IIIT Delhi and the Contractor.
- p) The Contractor shall not appoint any sub-contractor/sub-let to carry out any obligations under the contract.
- q) If the Contractor fails to perform its obligations on any day, IIIT Delhi may, without prejudice to its other rights and remedies, levy a charge of Rs. 2000/- for each day or part thereof. In case of non- operation of services due to Covid like lockdown situations reduction of fuel expenses

on average basis for previous three months would be effected from bills of each such period throughout the contract.

- r) Contractor shall abide by all applicable laws including labour and welfare Laws (ESI, PF, bonus, Income Tax, GST any other extra taxes levied by the Government) the companies Act, etc. and shall adopt all required, Welfare measures for the Contractor Employees and discharge all other obligations concerning thereto. The Contractor shall furnish adequate proof to IIIT-DELHI in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Contractor, and IIIT-DELHI shall not be held liable for such responsibilities/ obligations in any manner what-so-ever.
- s) The Contractor's staff proposed to be employed by the Contractor for performance of obligations as envisaged hereunder shall be subject to screening by IIIT-DELHI, to ascertain their antecedents, suitability and skills. Before deploying any Contractor Employee in IIIT-DELHI the contractor shall furnish complete particulars and obtain written approval of the designated officer of IIIT-DELHI. The IIIT-DELHI reserves the right to interview the Contractor Employee(s), if considered necessary by it, before giving such approval. IIIT-DELHI reserves the right to ask and require the contractor to remove any Contractor Employee deployed by the Contractor, without assigning any reason/notice therefore. The driver should have police verification, should be provided with uniform, should be punctual conversant with rules and maintain log book/necessary entries as called for and will not leave without permission. **The drivers shall be provided by the Contractor a smartphone and should be able to use GPS /Google map to locate destinations and have adequate knowledge of prominent locations /Govt offices.**
- t) The Contractor's Employee shall be trained and educated. The Contractor shall also undertake at his own expense in consultation with IIIT-DELHI, a continuous updating of skills and procedure to be followed by the Contractor Employee provided to IIIT-DELHI by organizing suitable training schedules for them. The duration of the contract shall be one year which may be extended up to three years based on performance and requirements. However, the contract can also be terminated by giving a written notice of 30 days by either side.
- u) The contractor shall indemnify IIIT-DELHI and keep IIIT-DELHI indemnified against all losses, claims or demands arising out of or due to any acts or things done or purported to be done by the Contractor or the Contractor employees including but not limited to any claim for employment by the Contractor's Employee.
- v) Contract can be terminated without any notice in case of violation of any clause of the contract agreement such as failure to provide required vehicle, poor quality of vehicles, inadequate or untrained manpower provided or any other violation, wages not paid to the workers or paid

less than minimum wages applicable under the Act. In case the contractor wants to discontinue the work he will have to serve two months' clear notice to the Employer (IIIT-DELHI) for termination of the contract.

- w) Disputes if any will be referred to the Registrar of the Institute whose decision will be final and binding on both parties. Any legal disputes will be subject to the jurisdiction of Delhi Courts.
- x) Contractor will ensure that all protocols, precautions and guidelines for maintaining health sanitization and hygiene conditions in the vehicles/driver/s, as issued by the Govt and Institute authorities to prevent spread of Covid19/SARS Cov2 /any other virus/pandemic are followed without fail at its own cost.
- y) The rates are based on present cost of petrol/diesel and may be reviewed in case of variation beyond +/-25%.

**Technical Bid :**

The technical bid details may be submitted as per the enclosed format at [Annexure A](#).

**Award of Work:**

Those who meet the technical criteria as above will be considered for opening of financial bid. The agency quoting the lowest rate shall be considered for the award of work. IIIT, Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

The work shall be awarded for an initial period of **minimum one year extendable by another two years or more based on review of performance and quality of services.**

**Financial Bid**

Interested agencies may submit financial bids as per the enclosed format ([Annexure-“B”](#)), duly authenticated and stamped. Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in any way. The rates will remain unchanged during the period of contract. Conditional tenders are liable to be rejected.

**Performance Guarantee-** The contractor, for due and faithful performance of the Contract, shall obtain and submit to the Owner such **security of 5% of the Contract Value** within 7 days after the receipt of the Letter of Acceptance, in the form of BG Performa as appendix to tender from a scheduled Bank /FD providing such security shall be subject to the approval of the Owner. The cost of complying with the requirement of this Clause shall be borne by the Contractor.

**Period of Validity of Performance Bond**

The performance bond shall be valid till the contract period plus three months. This security shall be returned to the contractor within 14 days of the completion of the said period.

### **Claim under Performance Security**

Prior to making a claim under the performance security the Owner shall, in every case, notify the Contractor stating the nature of the default in respect of which the claim is to be made.

**Payment Terms** Monthly bill by the 7<sup>th</sup> day of next month shall be raised for as per the agreed rates plus GST, as applicable. Payment shall be released within 15 days of raising bill. Extra kms /hours bills will be raised monthly and will be settled on quarterly basis separately.

### **How to submit**

The Tenders are invited on Two Bid System i.e. Technical Bid **with Bid Security** Declaration and Financial Bid. The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No.A along with documents and Financial Bid in sealed Envelope No. B. Technical Bid and FinancialBid should be clearly superscribed on the respective envelopes. The Bidder/Tenderer is requiredto clearly indicate on these sealed envelopes their name, address and contact details.

Both the sealed envelopes i.e. **Envelope No. A “Technical Bid” with Bid Security** Declaration and **Envelope No. B “Financial Bid”** should be kept in a big **Envelope No. C**. This sealed envelope superscribed as **“Providing Full time Taxi Services”** addressed to **Registrar, IIT- DELHI Okhla Industrial Estate, Phase III New Delhi 110020**, shall be deposited in the TenderBox placed at Second Floor, Old Academic Block IIITD, New Delhi, **on or before 8<sup>th</sup> Dec 2023 at 1530 Hrs.**

Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit ordelivered elsewhere.

At first instance only **“Technical Bid”** will be opened on the scheduled date and time given in the tender. The Technical Bids will then be evaluated on the basis of documents/information furnished and Technical bid. The decision of Registrar, IIT-DELHI, in this regard shall be finaland binding on the Tenderers.

The Tenderer/Bidder who qualifies in the “Technical Bid” will only be eligible for opening of their “Financial Bid”. The date and time of opening of **“Financial Bid”** shall be intimated to individual qualified bidders.

All over-writings/corrections should be duly signed by the Tenderer/Bidder.

Only One Vehicle shall be hired against any one of the options in BOQ as decided by the institute and No query/claim in this regard shall be entertained.

IIT-D reserves the right to accept or reject or cancel any tender in part or whole without assigningany reasons thereof. It also reserves the right to terminate the contract with two-months’ notice on either side.

**“Annexure A” - Technical Bid**

**NOTICE INVITING TENDER FOR PROVIDING FULL TIME TAXI SERVICES**

1	Name of the Agency (Full address with Tel. No & mobile no)	
2	Constitution of the Agency (Proprietorship / Partnership / Private Limited Company / Public Limited Company)	
3	Registration with any Govt. Department /Agency ( <b>Kindly attached a copy of Registration no. with technical bid</b> )	
4	Experience (No. of Years) in the field of providing full time Hired Taxi ( <b>Copy of work order or experience certificate to be attached.</b> )	
5	Distance of agency’s office from IIIT Delhi in km agency within Delhi NCR- ( <b>Attach photo-copy of proof.</b> )	
6	Official Name & of Designation the agency of the key/top Official of the agency	
7	Current no. of clients of the agency	
8	Details of infrastructure in terms of vehicles : (Please provide the details of similar vehicles as per Model/Make : Quoted for by the Contractor )	Make:. Model: Year of Registration : Color:
9	The Bidder/Tenderer should have rendered satisfactory taxi services to a least one Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute or any Corporate Establishment of repute having contract value of <b>Rs. 10</b> Lacs during the last Five years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies. - Attach Certificate from clients / organizations as per <b>Annexure X</b>	1. 2.
10	PAN,GST,VAT and TAN ( <b>Self certified copy to be provided</b> )	
11	A CA certificate certifying the minimum avg annual turnover of Rs 12 lacs per annum of the applicant bidder for the last 3 financial years i.e. 2020-21, 2021-22 & 2022-23. The turnover should be in the name of applicant organization only and not that of group/sister organizations. <b>Attach Certificate from Chartered Accountant in this regard. as per Annexure Y</b>	Average Turnover over the last three Financial years is .....
12	A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date. Further, the taxi operator has to certify that he has not been involved in any major accident and no criminal or civil case is pending against the Contractor. (as per <b>Annexure -Z</b> )	

**Signature of the Authorized Signatory with  
Seal of the Agency/ Firm**



**ANNEXURE- X**

**LIST OF PRESENT AND PAST CLIENTS DURING LAST FIVE YEARS.**

Please give complete details as per the following format along with the Experience Certificate issued by clients/organisations. This information provided will facilitate evaluation of Technical Bid).-

Sl. No	Name of the Organisation with complete postal address mentioning Pvt. Sector/ Govt. Body / PSU / Public Limited Company.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Rate Contract was awarded.	Nature of Work	Contract Value
1					
2					
3					
4					
5					

**SIGNATURE & SEAL OF THE TENDERER**

**CERTIFICATE REGARDING AVG. ANNUAL TURN-OVER OF TENDERER  
DURING THE LAST THREE FINANCIAL YEARS’’**

I / We, M/s \_\_\_\_\_, the tenderer for Empanelment of Taxi Operators and other related jobs as mentioned in the Tender Document, hereby confirm that the average total turn-over of the firm/company and profit earned for the last three financial years i.e. 2020-21, 2021-22 & 2022-23 not less than 12 lacs p.a. . The financial year-wise break-up is given below :-

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR
	2020-21		
	2021-22		
	2022-23		

**SIGNATURE & SEAL OF THE TENDERER**

**NON-BLACK LISTING DECLARATION**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**To, Registrar  
IIITD Campus  
Okhla Phase-III,  
New Delhi-110020**

We hereby confirm and declare that we, M/s-----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

**SIGNATURE & SEAL OF THE TENDERER**

**FINANCIAL BID****1. Name of Agency (Full Name and address With Tel No)**

S.No	Type of Vehicle- EV /Conventional vehicle –petrol	On Monthly Charge basis - KIA Carens	On Monthly Charge basis XUV 700	On Monthly Charge basis -Innova Crysta	On Monthly Charge basis -Innova Hycross/ Hybrid	On Monthly Charge basis -EV as per specifications at (B) with high speed charger.
A	B	C	D	E	F	G
1	Seven/Eight seater latest model SUV for 1500 kms/200 hours (flexi hours) <b>Euro VI or BS VI With driver</b> (purchased in Year Model-2022-2023), Star rated NCAP for driver, passenger rated, min 6 airbags, seat belts for all passengers, bucket seat covers and floor mats and items as per T&C above.					
2	GST @					
3	<b>Monthly Charges all-inclusive with driver (including GST)</b>					

**Rates for Extras**

- i. Rate Per Extra Km if any: .....plus GST @ .....Total rate.....
  - ii. Rate per Extra hour if any.....plus GST @ .....Total rate .....
  - iii. Rate of discount in case vehicle is totally not in use due to break down or lockdown etc.....%
- a) Please note: The vehicle will be new and will be parked inside IIITD campus 24x7 during the entire duration. Alternate vehicle of similar type shall be provided at any time of the Contract period for periodic maintenance servicing /breakdown major/minor repairs/upholstery changing at any location etc..
  - b) **For reimbursement of GST, the vendor has to submit proof of payment of GST on monthly basis.**
  - c) **The excess /saving in kms and hours will be paid quarterly after adjustment of any excess /savings in running of the vehicle in each quarter of the 1500 kms/200 hours per month (flexi hours).**
  - d) **The vehicle can be self-driven by the IIITD Staff/HOD with or without driver at IIITD discretion. Contractor shall have no objection and shall have his documentation to indemnify the interests of IIITD.**
  - e) **The Institute reserves the right to hire any one of the above C-G vehicles, at its discretion and without assigning any reasons thereof.**

**Signature of the authorized signatory**

(Note; To be put in a separate sealed cover marked as “Financial Bid”)

Date: