

Indraprastha Institute of Information Technology, Delhi
(A State University, established by Government of NCT Delhi)

Okhla Phase-III, New Delhi-110020
Website: <http://www.iiitd.ac.in>



INDRAPRASTHA INSTITUTE of
INFORMATION TECHNOLOGY
DELHI

Tender

Document

for

IIITD/SA/TENDERS/2024- 25/CAB SERVICE/01

S.N.	PARTICULARS	DATE
1	TENDER ID NUMBER	IIITD/SA/TENDERS/2024-25/CAB SERVICE/01
2	DATE PF TENDER FLOATING/ START DATE	28.11.2024
3	DATE OF CLOSING OF TENDER	18.12.2024
4	DATE OF OPENING OF TECHNICAL BID	18.12.2024 at 3.30 pm
5	DATE OF OPENING OF FINANCIAL BID	WILL BE DECLARED LATER

1. The tender document can be downloaded from the Institute's website. Those wishing to get the copy of the document from the Institute may please deposit a non-refundable Tender Document Fee of Rs.1, 180/- (Rupees One Thousand One Hundred Eighty only) in the form of Demand draft drawn in favor of "IIIT-Delhi Collections", payable at New Delhi or may deposit Rs.1, 180/-with the F&A division of the Institute and enclose the receipt with the filled up tender document. The tender fee is exempted for MSMEs/NSIC registered suppliers.
2. The last date for submission of Bid is 18.12.2024 up to 3:00 PM. The Technical Bids shall be opened on the same day, i.e., on 18.12.2024 at 3:30 PM. The Tender Document should be addressed to:

**Registrar,
Indraprastha Institute of Information Technology-Delhi
Okhla Phase-III
(Behind Govind Puri Metro Station)
New Delhi-110020.**

1. The document should be deposited in the Tender Box kept in the Student Affairs department in Room no. A 207, Second Floor, Old Academic Block of the Institute. Bids received after 3:00 PM will not be accepted or considered under any circumstances.
2. Bids are invited in Two Bids System, i.e. (1) Technical and (2) Financial.
3. An amount of Rs. 20,000/- (Twenty Thousand only) towards earnest money (EMD) must be deposited in the form of demand draft in favor of "IIT-Delhi Collections" account, payable at New Delhi. No interest will be paid on the earnest money deposited by the bidder. Tender Document without earnest money will be summarily rejected. EMD is exempted for MSMEs/NSIC registered suppliers

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Introduction-

Indraprastha Institute of Information Technology, Delhi (IIIT-Delhi) was created as a State University by an Act of Delhi Government (The IIIT Delhi Act, 2007) empowering it to do research and development and grant degrees.

Since then, it has come a long way, specializing in diverse areas of Computer Science, Electronics, Mathematics, Computational Biology & Communications Engineering; it has earned a good reputation in India and abroad for being a center of quality education and research in IT and allied areas. At present, the total strength is around 3200 students including all programs.

1. Scope of Work: -

1.1. IIT Delhi invites bids for hiring "Transport Services (Cab) " to meet the daily need of pick up and drop off facility at the nearby metro stations including Govindpuri and NSIC okhla stations required for its Students/Faculty/Staff.

Sl No	Type of Vehicle	Total No. of vehicles required
01	Cabs on Monthly Basis (7-Seater) Type: Kia Carens/Ertiga/Innova/Bolero (7-seater)	01

1.2. The contract for hiring of Cars as detailed below will be initially for a period of one year. However, the contract may be extended for a further period up to two more years (on mutual consent) on the same terms and conditions only if the service of the Contractor is found to be satisfactory.

1.3. The price bid shall be enclosed with the Letter of Undertaking in place of EMD as per annexure C. Tenders submitted without the letter of undertaking of EMD or which does not contain requisite documents will be summarily rejected.

1.4. **The bid should be signed on all pages** only by the duly authorized signatory(ies) of the entity/firm.

1.5. Liquidated damages: The successful tenderer shall commence the service within 07 days from the date of receipt of the work order. If the successful tenderer fails to commence the service within 07 days from the date of the receipt of the work order, the Institute shall terminate the contract and the firm shall be debarred from the participation in any tender/contract notified by IIT Delhi

1.6. The Tenderers must submit two separate Bids, i.e., technical bid and Price bid, as per prescribed proforma. Bids should be submitted in two separately sealed envelopes super- scribed "Technical Bid for Cab Services at IIT Delhi" and "Financial Bid for Cab service at IIT Delhi". Both the above said sealed envelopes should be kept in a third envelope sealed as can service at IIT Delhi.

1.7. In case of any clarification, the tenderer may send the same by email to admin-saoffice@iiitd.ac.in for any clarifications shall be entertained only till 17.12.2024, 3.00 P.M. In any case, the tenderer will be responsible to bind himself to the terms & conditions, corrigendum (if any), and specifications of the tender document once submitted by him.

1.8. The first envelope containing "Technical bid" shall contain **Annexure-A**, details of the tenderer, duly signed and stamped tender, all other supporting documents.

1.9. The second envelope containing "Financial bid" shall contain only the price bid as per **Annexure-B, Annexure- C and Annexure – D**.

1.10. The tenderer should quote his offer in financial bid. He should not quote his offer anywhere directly or indirectly in Technical Bid. Conditional Tender shall be summarily rejected.

The Financial Bid will be opened only for those tenderers who have qualified upon evaluation of their technical bids. The date and time of opening of financial bid will be intimated to the tenderers accordingly.

2. Instructions to Bidders

2.1. The contracting agency/firm/company should be based in Delhi or having its office in Delhi.

2.2. The cabs should have been duly registered with Transport authority as a commercial vehicle with a yellow registration number plate.

2.3. The Contractor has to be registered with the GST and should submit a copy of the GST registration certificate.

2.4. The rates to be quoted are to be filled in all columns in the relevant price bids.

2.5. The rates quoted shall be fixed and valid for one year from the date of award of the contract irrespective of the increase in fuel rates, if any, occurring during the currency of the contract.

***Security Deposit**

2.6. The successful bidder shall furnish a security deposit of 3% of the tender value for the work order issued, in the form of an A/C Payee Demand Draft/bank guarantee within 14 days of receipt of the work order

2.7. The Security Deposit will be discharged by IIT Delhi and returned to the Service provider not later than 60 days following the date of completion of the service provider's work order tenure and obligations.

2.8. The security deposit shall be payable to the IIT Delhi as compensation for any losses resulting from the failure of the service provider to meet out its obligations under the contract. This shall be in addition to any other action/penalty taken by IIT Delhi for delays/default/failure the part of the service provider.

2.9. IIT Delhi reserves the right to accept or reject any tender / all tenders and to annul the

tendering process, at any time prior to the award of contract, without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground of IIT Delhi action.

3. Terms and conditions of Contract: -

- 3.1. IIT Delhi reserves the right to terminate the contract at any time without assigning any reasons by giving a one-month notice to the contracting agency/firm/company.
- 3.2. The Driver of the vehicle deputed by the Agency/Firm/Taxi Operator should get police verification/clearance. A copy of such clearance shall be submitted to the IIT Delhi in advance.
- 3.3. All costs, including repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, lunch allowances, taxes, etc necessary for the running & maintenance of vehicles shall be borne by the contractor/service provider.
- 3.4. Time and KM should be calculated from the actual reporting point to the desired destination on a trip-to-trip basis. The driver has to write "start" and "end" KMs for every trip in the logbook
- 3.5. The log book will be issued by IIT Delhi against each vehicle wherein details of performance of that vehicle during the period of utilization by IIT Delhi will be recorded date wise and KM wise/ hours on the basis of which the contractors claim will be verified and certified for payments.
- 3.6. The cab timings shall run from 8.00-11.00 a.m. and from 5.00-10.30 p.m. The expected kilometers are 2000 in a running month with 10 hrs. per day (excluding weekends) . More than the mentioned kms, per kilometer rate should also be mentioned in the financial bid.
- 3.7. The vehicle hired shall be under Institution's control and shall be parked in the designated location of IIT Delhi Campus when not in use during the period of hire.
- 3.8. The contractor/Service Provider shall be responsible for the excellent conduct of the Drivers employed, and if at any point of time any Driver is found to be working against the interests of the Institute, the said Driver shall be withdrawn and substituted by a fresh Driver to the Institute immediately.
- 3.9. The contracting agency/firm/company shall provide the services continuously as per the contract terms. In case of discontinuation of services during the tenure of contract or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of the competent authority, etc., the agency shall be liable for necessary legal action/ penalty, and performance security deposit will be forfeited.
- 3.10. 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.
- 3.11. The contracting company/agency/firm should be in a position to supply additional vehicles on short Notice as and when required for regular use as per our requirement with the same terms and conditions.
- 3.12. The successful company/agency/firm shall assign a supervisor who shall be responsible for immediate interaction with IIT Delhi 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 IIT Delhi vehicle requirement.
- 3.13. Contractor/Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc. on time without

interrupting the service of the Institute. Alternate vehicle shall be provided during such period.

- 3.14. The Contractor/Service Provider shall be responsible for all liabilities and keep IIIT Delhi wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 3.15. The Institute has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with any of the service providers during the contract period without assigning any reason thereof.
- 3.16. Driver(s) should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should be kept in the vehicle, as per applicable rules & regulations of applicable laws.
- 3.17. Drivers should carry sufficient cash for parking charges & toll taxes. Parking charges & toll fee will not be reimbursed to the Contractor.
- 3.18. The drivers assigned by the successful agency/firm/company for executing transport requests form IIIT Delhi shall be medically fit.
- 3.19. Lodging, boarding, transportation of Drivers shall be solely the Contractor's responsibility.
- 3.20. To manage the shortfall of the KMs the bidders have to offer rebate to the Institute.
- 3.21. In case of any accident to the vehicle, it will be the responsibility of the contractor/service Provider or his representatives (Drivers) to lodge FIR etc. with police authorities. All RTO issues and Traffic violations shall be taken care of only by the contractor/service provider as per the RTO regulation.
- 3.22. Driver/cleaner must keep the car clean, odor free and hygienic. The seats should be clean and in good condition.

4. Terms of Payment

- 4.1. No advance will be paid to the Service Provider.
- 4.2. Monthly bills shall be submitted in **triplicate form** to the authority along with duly certified photo copy of logbook duly signed by the controlling officer in duty slip and payment will be processed on a monthly basis. The logbook should be given to transport In-Charge after filling up. The Driver has to write start and end kms for every trip in the logbook. The Contractor is required to submit the bills (complete in all respect) on or before 5th day of following month and the payment in respect of the bill so raised, shall be released within 15 working days. However, the incomplete/ambiguous bills will be returned for rectification and modified bill has to be re-submitted on every such occasion.

5. Penalty:

During the operation of the contract, the following penalty will be deducted from the monthly payment, based on the report from the IIIT Delhi Employee / Student: -

1. Misbehavior with IIIT Delhi Employee/Student: Rs. 2000/- per incident.
2. Over-speeding: Rs.1000/- per incident.
3. Beyond 20km/hr. is not allowed in the campus and need to follow outside road regulations as prescribed.

4. Inadequate cleanliness: Rs.1000/- per event.
5. Improper servicing/mechanical condition due to poor maintenance: Rs 1000/- per event.
6. Driver found drunk/indulging in gambling/: Rs.5000/- per event any other antisocial activities during duty hours
7. Not Providing Cab as per the schedule of IIT Delhi: -Rs.1000/- per event.

*** The above penalty clauses are indicative, the final decision with regard to the misbehavior and other penalties will be taken by IIT Delhi depending upon the act or deem it as per rules.**

6. Termination: -

The Institute may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following: -

- 1 If Contractor fails to arrange supply of any or all of the vehicles within the period(s) specified in the contract or any extension granted by the Campus.
- 2 If the Contractor fails to perform any other obligation(s) under the contract.

7. Jurisdiction: -

The courts at Delhi alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Delhi court shall have jurisdiction in the matter.

8. Clarification:

All corrigendum/annexure will be published in the website, please keep watching website from time to time, for all updates.

Details of the Tenderer: -

Sr. No	Description	Information to be filled by the tenderer (if required, separate sheet may be enclosed)
1	Name and address of firm/ agency with complete contact details (Mobile Number/email id)	
2	Name of Proprietor /Partners / Directors of the firm	
3	Type of Vehicle (A.C) with a seating capacity	
4	Bank details: Account No.	Name and address of Bank Account No. IFSC code
5	Details of Commercial registration	R. No. Copy enclosed: Y/N
6	Income Tax return for the last three financial years (attach copies)	Copy enclosed: Y/N
7	Total turnover of the agency during last three financial year (attach copies)	Copy enclosed: Y/N
8	(a) GST No./ Certificate	No.....Copy enclosed: Y/N
	(b) PAN No.	No.....Copy enclosed: Y/N
9	Is Bid documents duly signed and sealed.	Yes/No
10	Any other information	

Signature & Stamp of Authorized Representative

Annexure-A

Technical Bid

*** Eligibility Criteria**

- The bidder should not have been debarred or blacklisted by any Government Department/Agency in the past three years on account of fraudulent or corrupt practices or inefficient/ineffective performance. **The bidder should submit an undertaking for this.**
- The bidder should have a valid **PAN & GST registration Number**. Copies of the same are to be enclosed with the tender document.
- Bidder should enclose **Xerox copies of RC book for the respective category**.
- The vehicle must have a **valid fitness certificate, Insurance and PUC**.
- Bidder should enclose the **proposed name of Driver(s) and Xerox copies of the driving licenses and Aadhar cards**.
- The contracting agency/ firm/ company should be based in Delhi or having its office in Delhi
- Overwriting/correction in any part of the Tender shall not be considered unless duly countersigned by the bidder. Otherwise, Tender is liable to be rejected.
- Each page of the tender document shall be stamped and signed by the authorized signatory of the firm.
- Bidder should give his Email ID and mobile number for further instruction (if any).
- Undertaking for Bid Security duly filled, signed & sealed to be submitted towards EMD.
- A copy of Police Verification/ Clearance.
- A copy of regular permit/national permit.

*** The bidder must possess all the above minimum qualification criteria. If he does not possess even one of these, he shall stand disqualified and his bid will be rejected.**

Annexure-B

Price Bid for Category-01

Tender No: -

Date:

From,

<<Name and Address of the bidder>>

To,

The Registrar, IIIT Delhi

Dear Madam

We hereby submit our price bid for hiring of vehicle for IIIT Delhi on monthly basis: -

PART A			
Sr	Particulars	Quantity	Rate quoted
1	Rate for one vehicle(AC) for first 2000 kms per month & 10hrs per day	One Month	
2	GST %	-	
	Total (1) + (2)	-	
PART B			
3	Extra kms beyond 2000kms	Per Kms	
4	Extra hrs. beyond 220 hrs.	Per Hrs.	
	The extra charges will be given proportionately		

1. The rates quoted are inclusive of driver's salary, fuel, maintenance and all applicable charges. The price quoted shall be fixed till the completion of the contract including the period of extension.
2. Rebate should not be quoted as Zero/Nil. Any decimal quoted shall be rounded to the nearest rupee.
3. L-1 will be decided on the lowest price quoted in Sr. 1 of Part A.
4. L-1 has to accept the lowest rates among the rates quoted by bidders in Sr.1, Sr.2, Sr.3 and highest in Sr.4 of part B.

Annexure-C

UNDERTAKING for BID SECURITY

(To be issued by the bidder on company's letter in lieu of EMD)

To,
The Registrar I

We, M/s..... (name of the firm) dtd hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period, submit performance guarantee within the stipulated period and honor the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honor the contract after final award or failure to submit performance guarantee, our firm may be debarred from participation in any tender/contract notified by IIIT Delhi for a period of one year.

Yours faithfully,
(Signature with date and seal)

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

(on company letter head)

To,
The Registrar
IIIT Delhi

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.

Yours sincerely,

(Tenderer's Signature with seal)

Date:

Address:

CHECK LIST

SR NO.	PARTICULARS	YES/NO	PAGE NO
1	The undertaking for not been debarred or black listed.		
2	Xerox copy of valid Pan & GST registration number.		
3	Xerox copy of Vehicle Registration Certificate.		
4	Xerox copy of Driver's aadhar card and driving license.		
5	Xerox copy of address proof of the bidder's company/firm/agency.		
6	Bidder's email id and mobile number		
7	Undertaking as per annexure C & D		
8	Vehicle Fitness certificate		
9	Insurance		
10	PUC		
11	A copy of Police Verification/ Clearance.		
12	A copy of regular permit/national permit.		

Sign and Stamp of the Bidder

- **The bidders who shall fails to comply any of the above criteria will be treated as technically disqualified.**