



**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)

SPOT QUOTATION FOR PROVIDING FULLTIME STAFF CAR SERVICES

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

IIIT-Delhi invites sealed Bid from reputed agencies / companies service providers to provide 01 (one) vehicle (Kia Carens /Innova or like 7 seater SUV vehicles in Diesel/Petrol engine) with latest model 2022/2023 or not more than one year old with well-maintained to be used 1500kms/200hours per month, on hiring basis for initial period of three months as per terms and conditions mentioned in this notice.

Bid Schedule

Spot Quotation No and Dated	19/2023 dated 27.09.2023
Last date and time for submission of Quotation	29th Sept 2023 at 11.00 AM (tender deposit in the Tender Box kept in 2 nd Floor of Old Academic Block of the Institute)
Date and time of bid opening of Technical Bids	29th Sept 2023 at 11.30 AM
Address for communication & submission of quotation documents and opening of technical bid	Registrar, IIIT-DELHI, Okhla Industrial Estate, Phase III New Delhi 110020
Date for start of services	Within One (1) day 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: This quotation document contains 8 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 as directed till time upto 8 hours minimum. A service car will be provided when the car is withdrawn for servicing /R&M/ any other reason for being unable to ply on road at any time.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 and all documentation to enable to be driven by the driver or by IIITD /HOD as and when required.

- a) The Vehicle is to be hired on monthly basis and will be required to be parked inside the IIIT-Delhi Campus, Okhla Phase-III, New Delhi-110020 campus 24x7.
- b) 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.
- c) **The vehicle to be hired will be (Kia Carens/Innova or like vehicles in Diesel/Petrol engine) with latest model 2022/2023 or not more than one year old with well-maintained clean hygienic condition. The contractor would ensure regular maintenance, cleaning and upkeep, servicing and all requisite preventive and breakdown maintenance for ensuring perfect road worthiness of the vehicle for smooth running of the vehicles throughout the contract.**
- d) 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 certificate 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 vehicle as per applicable rules must be available with the vehicle/driver deployed for duty viz PUC, Registration Certificate, Insurance papers, fuel sticker HSRP Fast Tag/ any other rules /laws as applicable etc., Driver uniform for summer and winter, double vaccination or more s per Govt, directives, periodic servicing road worthiness cleaning of vehicle and sanitization, car refresher, etc of the vehicle as required.
- e) 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.**
- f) The firms /agencies should have sufficient drivers and vehicle so as to offer prompt and smooth service. They should supply equivalent /similar capacity vehicle with driver on odd/even days to ensure uninterrupted services or any other day when either vehicle /driver are unavailable due to any reason whatsoever.
- g) 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.

- h) 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.
- i) 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.
- j) The Contractor shall obtain adequate comprehensive insurance cover for the vehicle, his staff/driver and all bonafide passengers of the vehicle 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.
- k) 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 License 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 Contractors responsibility.
- l) 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 smartcell phone duly activated for smooth connectivity and on road navigation etc.
- m) 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.
- n) The Contractor shall not appoint any sub-contractor/sub-let to carry out any obligations under the contract.
- o) 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 such period.

- p) Contractor shall abide by all applicable laws including labour and welfare Laws (ESI, PF, BONUS, Income Tax, Service Tax or 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.
- q) 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.
- r) 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 three Months which may be extended up to one year based on performance and requirements. However, the contract can also be terminated by giving a written notice of 15 days by either side.
- s) 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.
- t) 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.
- u) 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 jurisdiction of Delhi Courts.

- v) 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.

Technical Bid :

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

Award of Work:

The agency quoting the lowest rate shall be considered for 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 initial period of **minimum three months**.

Financial Bid

Interested agencies may submit financial bid as per 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.

Payment Terms Monthly bill by the 7th 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 Single Bid System i.e. Technical Bid and Financial Bid. The Bidder/Tenderer is required to put Bid in sealed along Financial Bid with documents.

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 or delivered elsewhere.

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

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

IIIT-D reserves the right to accept or reject or cancel any tender in part or whole without assigning any reasons thereof. It also reserves the right to terminate the contract with 15 Days 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	Experience (No. Of Years) in the field of providing full time Hired Taxi (Copy of work order or experience certificate to be attached.)	
4	Distance of agency’s office from IIIT Delhi in km agency within Delhi NCR- (Attach photo-copy of proof.)	
5	Official Name & of Designation the agency of the key/top Official of the agency	
6	The Bidder/Tenderer should have rendered satisfactory taxi services to at 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 Rs. 2.5 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 .	
7	PAN,GST,VAT and TAN (Self certified copy to be provided)	
8	Details of infrastructure in terms of vehicles : (Please provide the details of similar vehicles as per Model/Make : desired by IIIT-D)	Make:. Model: Year of Registration : Color:
9	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 Annexure -Z)	

I / We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in Annexures and understood the parameters of the proposed work and shall abide by them. I / We further undertake that the information given in this tender are true and correct in all respects.

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

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)

2. Rates for running vehicle

a) 1500km and 200 hrs per month:

S. NO	Type of Vehicle- Conventional	Rate quoted per month
1	7 seater SUV Kia Carens / Innova for 1500kms/200hours with driver 8 hour	
2	GST @	
3	Total Amount with GST	

3. Rates for Extras

- i. Rate for extra travel beyond prescribed limit (Km basis) if any:plus GST @Total rate.....
- ii. Rate for extra duty per hrs. basis beyond prescribed hrs. if any.....plus GST @Total rate
- iii. Night Charge after 11.30 pm beyond 6 am

Note:

- a) **The vehicle will be parked inside IITD campus 24x7 during the entire Contract period except for periodic maintenance servicing /breakdown repairs/upholstery changing.**
- 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 1500km and 200 hrs per month.**

(Signature of the authorized signatory)

Date: