



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY CHITTOOR
SRI CITY, SATYAVEDU MANDAL, CHITTOOR DISTRICT, AP-517646**

No: Transport /IIIT/2017/30

Date: 01-07-2017

Tender for annual contract for providing Toyota Etios 2016 Model or later model for IIIT.

Indian Institute of Information Technology (IIIT) invites sealed Tender in TWO BID SYSTEM from the experienced and reputed Agencies for providing Toyota **Etios** 2016 Model or later model on contract basis to IIIT Sri City. Interested Agencies are requested to submit their tender in the enclosed format along with EMD Rs.5,000/- (Rupees five thousand) by DD drawn in favour of "IIIT Chittoor Society" payable at Sri City. The details are enclosed as Annexure-I

I. Submission of Tenders:

1. The tenders should be submitted in two bid system (i.e., Part A – Techno-commercial Bid and Part-B Financial Bid) in separate envelopes super scribed as "Part-A Techno-commercial Bid and Part-B

Price Bid" and sealed. **The EMD should be kept in the Technical Bid only. The sealed cover containing both the Bids duly superscribed as "Tender for providing Toyota Etios 2016 MODEL or later model on contract basis" should be sent to the "Registrar, IIIT Sri City, Chittoor District, AP – 517646".**

2. The last date for submission of the tender is **11-07-2017 at 3.00 PM**. The Institute will not be responsible for any postal or any other delay.

3. The technical bid will be opened on 11-07-2017 at **4.00 PM** and the financial bids of those tenderers who are technically qualified will be opened at a later date under intimation to them.

4. The offer shall remain valid for a period of 90 days from the due date for submission of tender.

II. Pre-qualification for selection of Agencies:

1. Agencies meeting the required criteria as stated in this document at Annexures and Part-A shall only be considered for Financial Bid. Further, agencies not furnishing the documentary evidence as required will not be considered.
2. Pre-qualification of the agencies shall not imply final acceptance of the Financial Bid. The agency may be rejected at any point during Techno-Commercial evaluation or during price evaluation. The decision in regard to acceptance and / or rejection of any offer in part or full shall be the sole discretion of IIIT and decision in this regard shall be binding on the Agencies.
3. The Institution reserves the right to accept or reject any or all offers without assigning any reasons. Incomplete offers are liable to be rejected.
4. The award of contract will be subject to acceptance of the terms and conditions stated in the enclosed Annexure-I of this tender.

For and on behalf of IIIT Chittoor, Sri City

Chief Administrative Officer

PART – A (TECHNICAL BID)

All commercial conditions shall also be indicated In this part. Deviations, if any, to our specifications shall be brought out very clearly. Tenderers shall mention point-wise confirmation with regard to technical specifications given in our Enquiry. Price details should not be shown in this part

1. General Particulars of the Agency:

A	Name of the Agency	
B	Full Address	
C	Phone/Fax Number	
D	Email	
E	Contact person with name and mobile number	
F	Registered Office with Regn.No.(Address	
G	List of major cities where agency has office in India	
H	No. of years of experience in the field of hiring taxes	
I	List clients, including Govt/Semi Govt./PSU/Banks etc (enclose client satisfaction certificates from at least 3	
J	Please indicate whether the agency is readily having the 2016 or later model Toyota Etios Model (provide Regn No.), if not please indicate the plans and approximate time to procure the new vehicle and place at the disposal of IIIT	

2. Details of statutory compliance (enclose copy of certificates):

A	Valid License/Regn No.	
B	Regn. No. (under shops and establishment Act) with labour commissioner	
C	EPF Regn.No.	
D	ESI Regn.No.	
E	Service Tax Regn.No.	
F	GST Regn.No.	

3. Details of Financial Status:

A.	PAN/TAN No. (Copy enclosed)	
B	Annual Turnover of last 3 years. Proof of IT Return and Audited Statement of Accounts to be attached	
C	Banker's details (Name, Branch, Account No.etc)	

4. Any other details/comments

Authorized Signature with Seal

Name

Designation

Date and Place

ANNEXURE-I

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY CHITTOOR SRI CITY, SATYAVEDU MANDAL, CHITTOOR DISTRICT, AP-517646

Rate contract for hiring of Toyota Etios Model 2016 or later model for IIIT

GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The vehicle supplied should be preferably in the name of Tenderer. The year of manufacture of the vehicle must be 2016 or later.
2. The contract will be kept valid for a period of one year.
3. Vehicle log sheets supplied by IIIT shall only be maintained for each of the vehicle by the drivers for the duties performed. The travel agency should collect the log sheets from IIIT and should give the log sheets to their drivers while entrusting the IIIT duty. The trip sheets issued by travel agencies will not be entertained for payment of vehicle hiring charges. Entries in the log sheets should be correct and each entry should be got signed by the concerned IIIT official/user duly indicating opening and closing Kms with timings for using the vehicle for each trip. No payment will be made for the trips not signed by IIIT officials/authorised persons.
4. The contractor should place the vehicle at the disposal of IIIT. After the day's duty, the vehicle should be parked at the place identified by IIIT. The vehicle should not be used for other duties during the contract period.
5. Vehicle deployed should be in good running condition and should have taxi registration, current comprehensive insurance and road tax coverage, permit, fitness and driving license with badge of driver etc.
6. Contractor should keep the vehicle in neat, clean and good running condition with seat cloth covers, which should be replaced with another set of washed covers once in a week. The contractor should carry out the periodical maintenance of the vehicle supplied and ensure them always in good condition.
7. After awarding the contract any increase/decrease in the cost of fuel will be considered for actual kilometers operated by IIIT and considered only when the increase/decrease is more than one rupee per litre or the sum of each increases/decreases becomes one rupee per litre, later for the next increase/decrease the same will be followed. Accordingly the price will be revised ie., either will be increased or decreased as per the formula given below:

Formula: Base price of fuel plus (increase (+)/decrease (-) of fuel price)/KMPL of vehicle. The price of HSD available on the date of commencement of contract will be taken as base price for calculating the fuel price revision. The vehicle mileage would be taken as 15 Kms per ltr.

8. The driver deployed must be in good health, well mannered, well behaved, even tempered and should have minimum 8th standard qualification and should perform the duties entrusted to him properly. He must possess a valid driving license with badge at all times and should adhere to all traffic regulations while driving the vehicle.
9. The driver must always wear uniform as prescribed by AP MV Act. No extra payment will be made to contractor by IIIT for providing uniforms to drivers.
10. No driver should work continuously for more than 12 hours on any given day with out rest.
11. The contractor should provide a cell phone to each of the drivers of the vehicles.
12. The parking charges etc if any will be borne by the contractor which will be reimbursed along with the bill on production of proof of such payments. The drivers should not ask the guest who is using the vehicle to pay such charges.
13. All payments towards fuel, lubricants, repairs, insurance, taxes etc and any other expenditure related to vehicles is the contractor's sole responsibility. Similarly, all payments to the drivers towards their salary, overtime, bata etc is also the contractor's responsibility.
14. Income tax/surcharge will be recovered at source as per IT rules in force from time to time. The contractor shall furnish their PAN number to IIIT.
15. The Travel Agency should be registered with central excise department of payment of service tax and the contractor should furnish the 15 digits service tax code number obtained from central excise department.
16. Payment will be made once in a month on submission of bills in triplicate. Bills are to be submitted on or before 5th of every month and the payment will be released on or before 30th of the month.
17. The Transport contractor should comply and maintain all registers and records under Motor Transport Workers Act 1961 and rules made there under including other statutory obligations applicable to him/them as Transport Contractor.
18. In case of any strike or Bandh, civil commotions and other disturbances, the contractor shall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be intimated to IIIT immediately and follow their instructions.
19. The contract can be terminated by giving 1 months notice in writing by either party. In case of breach of terms and conditions, IIIT reserves the right to terminate the contract without giving any notice.
20. In case of accident etc IIIT has no responsibility whatsoever towards Police/RTA, court of law, injured parties, damages to the vehicle or property or any claim made for the loss etc. All these are entirely the contractor's responsibility.
21. Any deviation/violation or breach of the said terms and conditions will be viewed seriously and the contract will be terminated without prior notice.
22. IIIT reserves the right to accept or reject any tender or part of any tender or all tenders without assigning any reason thereof, irrespective of the fact whether the tender is the lowest or not. IIIT reserves the right to send counter offers to the bidders/Tenderers

responded for the category and place the orders on multiple vendors for the same categories and for same type of vehicles.

23. An amount of Rs.5,000/- deposited as EMD is refundable subject to acceptance of the order.. The Party shall pay Security Deposit or B.G equivalent to Rs.10,000/- before Commencement of the contract. In case there is a failure in positioning the vehicles after accepting the contract the Security Deposit will be forfeited
24. In case any contractor refuses to supply vehicles ordered by IIIT, it will be viewed seriously and contract will be terminated without giving any notice.
25. All the vehicles should report in time at the places advised by the IIIT. Any delay will be viewed as serious deficit of service and action taken accordingly.

Terms and conditions for vehicles hired on monthly basis in addition to the general conditions indicated in Annexure-I.

1. After entering into the contract, the Vehicle identified for IIIT shall be at sole disposal of IIIT only and shall not be let or sublet to others.
2. The service of Vehicle is to be provided on all week days Monday to Sunday including holidays from 0600 hrs to 2200 hrs. The rates shall be quoted accordingly, no separate billing/rate will be made for Sundays or Holidays.
3. Normal usage of the vehicle is between 0500 hrs and 2300 hrs for about 12 hours on any day and 372 hours per month cumulative. Usage of vehicle beyond this time period will be treated as additional service for which extra hour charges beyond 372 hours will be paid and is to be quoted by the bidders in the tender.
4. Normal usage of the vehicle is considered for a running of 3000 kms per month. Charges for extra kilometer beyond 3000 kms per month will be paid for which rate shall be quoted by the bidders in the tender.
5. The vehicle will normally be used for internal trips within Sri City surrounding areas within a radius of 10 to 15 kms and to Tada/Sullurpet. However the vehicle may be used for outstation trips also if required in special cases and in such a case driver special allowance (bata) will be paid separately (from 10.00 PM to 0600 AM) for which rates shall be quoted in the price bid. All other expenses ie., inter state charges, toll gate charges etc will be paid extra. But the Kms run during out station trips will be accounted for against 3000 kms only. No separate payment will be made except additional Kms beyond 3000 kms per month for the out station trips.
6. The bidders shall quote for the vehicles on lump sum basis for 3000 Kms running cumulative per month. The charges shall be inclusive of all expenses like fuel, payment to driver / staff, maintenance charges of vehicle, taxes, insurance etc to be incurred.
7. The price variation in the cost of Diesel will be as per para 7 of Annexure-I. The rate increased/ decreased will be worked for the actual Kms run during the month.
8. The driver is required to maintain log book on daily basis and got signed by the authorized official from IIIT.
9. Any unauthorized journey undertaken by the driver/contractor during the contract period will be disallowed and will be penalized at the discretion of IIIT.

PART B- PRICE BID

ON MONTHLY BASIS TOYOTA ETIOS MODEL 2016 or later model

S.No.	Particulars	
1	Type of vehicle	TOYOTA Etios 2016 model or later
2	Monthly rate per vehicle for minimum of 3000 Kms and 372 hours of use per month excluding service tax	Rs.
3	Charges for extra kilometer for use beyond 3000 Kms per month	Rs
4	Charges for extra hour of use beyond 372 hours per month	Rs.
5	Drivers Bata for use of vehicle from 10.00 PM to 06.00 hrs (Internal trips)	Rs.
6	Drivers Bata for use of vehicle during outstation trips (rate per day)	Rs.