



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR

NIT.No: IIITS/NIT/Transport/2021/011/01

Date: 27-11-2021

NOTICE INVITING E-TENDER

Notice inviting E-Tenders through e-Wizard portal from transport vendors and contractors “for providing Buses of 2013 and later models only; on contract basis to Indian Institute of Information Technology Sri City, Chittoor.

Detailed description and requirements of the Transport vendor and Terms & Conditions of the contract are mentioned in the additional documents. Tender document (including additional documents) through e-Wizard portal URL: <https://mhrd.euniwizarde.com> as well as on the IIIT Sri City Website i.e., <https://www.iiits.ac.in/tenders/>. Bidders are advised to read tender documents and check their eligibility before participating in the bid.

Sl.No	Description/Specification/Scope	Quantity	Remarks
1	Supply of 55 Seat capacity covered buses on monthly hire basis for transportation of students from hostels to IIIT Sri City Campus) and back (Approximately 30 KM per day and 30 days (or 31 days) of the month and any other local travels	*01 (No. may increase)	Quote for 1000 Km per month per vehicle and 16 hrs per day usage

*The contractor should be able to provide the required number of buses (1/2/3) in each configuration with sufficient notice (2-3 days in advance).

- The number of buses of each configuration (55 Seater) will be decided based on the transport requirement of the Institutes. Initial configuration will be based on our estimate.
- While the initial estimate on the number of buses required for combined configuration is One or Two, the contractor shall accept to increase or decrease the number of buses based on actual requirement at any point in time.
- If the configurations of the buses or number of buses are changed during the course of a month, the total cost will be calculated on a pro-rata basis.

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR**TENDER SCHEDULE**

Work	Providing Buses of 2013 and later models only on monthly contract basis to Indian Institute of Information Technology Sri City, Chittoor.
Tender Enquiry No.	IIITS/NIT/Transport/2021/011/01
Submission of offer	E-tendering through https://mhrd.euniwizarde.com
Bid Issue Date	November 27, 2021
Pre-Bid Meeting	December 3, 2021 @ 12:00 Hrs
Last Date for submission of e-bids	December 10, 2021 @ 14:00 Hrs
Opening of Technical bid	December 10, 2021 @ 15:00 Hrs
Earnest Money Deposit (EMD)	The Earnest Money Deposit amounting to Rs.25,000/- (Rupees Twenty Five thousand only) must deposit through RTGS / NEFT to IIT Sri City Chittoor Opex Account (Bank details are in Page 5)
Performance Bank Guarantee	Rs.1,00,000/- (Rupees One lakh only)

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR**INSTRUCTIONS FOR SUBMITTING TENDER**

- E-Tenders (through MHRD ewizard portal) under two bid system (i.e. Technical & Financial) are invited for providing Buses 2013 and later models only on contract basis to Indian Institute of Information Technology Sri City, Chittoor.
- The tender document with complete details including experience required, scope of work and terms and conditions can be downloaded from the website MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>) and www.iiits.ac.in. Bidders are advised to read tender documents and check their eligibility before participating in the bid.
- **TWO BID SYSTEM** shall be followed for this tender. Bidders should take due care to submit a tender in accordance with the requirement of MHRD e-Wizard portal. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and requests for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respects as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.
- Bidders are advised to visit the website (<https://mhrd.euniwizarde.com> and www.iiits.ac.in) frequently to find any addendum/ Corrigendum issued or extension of due date for submission, etc. No separate intimation will be issued / advertised in this regard. Bidders are advised to keep checking the website before submitting the final tender.
- The interested bidders shall submit their technical and financial bids through online mode in <https://mhrd.euniwizarde.com> only before the due date and time as mentioned in bid specifications. No other mode of submission is acceptable. The bidder must submit their financial bid in the prescribed format and no other format is acceptable.
- Technical bids of the tenderers will be opened by the Committee to decide the technical suitability of their service based on the pre-laid terms and conditions.
- The bidder should be neither blacklisted by any government department nor should there be any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per the Annexure.

I. Submission of Bid:

1. The tenders completed in all respects should be submitted in two bid systems (i.e., Part A – Techno-commercial Bid and Part-B Price Bid (Financial Bid))
2. The last date for submission of the tender is 10th December 2021 @ 14 Hrs. The Institute will not be responsible for any technical issues that arise on the E-wizard portal while submitting the bid and no request will be entertained beyond the time mentioned above.
3. The technical bid will be opened on 10th December, 2021 at 15 Hrs. 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 opening of technical bid.

II. Pre-qualification for selection of bidder:

1. Bidders meeting the required minimum eligibility criteria as stated in this document at Annexures and Part-A shall only be considered for Financial Bid. Further, bidders not furnishing the documentary evidence as required will not be considered.
2. Pre-qualification of the bidders 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 IIT Sri City Chittoor and decision in this regard shall be binding on the bidder.
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 all terms and conditions stated in tender document including Part A with annexures & Part B and corrigendum, if any.
5. The bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document and corrigendum, if any. Failure to furnish complete information is liable to be rejected.

IIT Sri City Chittoor reserves the right:

1. to accept or reject any or all tenders either in whole or in part or to invite revised price bids or to annul the bidding process.
2. to postpone and/or extend the date of receipt/opening of tender or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder.
3. to omit/delete any item(s) of work from the schedule at the time of allotment or before the commencement of work without assigning any reason whatsoever.
4. To increase or decrease the No. of buses specified in the schedule of requirements without any change in price or other terms and conditions.
5. If the date of opening of the tender is declared as holiday, it will be opened on the next working day at the same time.

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR

Part A – Techno-commercial Bid

Minimum Eligibility Criteria:

1. The bidder must have an average annual turnover of Rs. 15.00 lakhs per annum during the 3 out of last 5 financial years (2016-17 to 2020-21). Balance Sheet, Profit & Loss Account in support of turnover (along with Income Tax Returns of the relevant years) must be uploaded with the Technical Bid.
2. The head office / branch office of the bidder must be located within 30 Kms of Road Distance from IIIT Sri City Chittoor
3. The bidder must have at least 3 years of experience in the Tour and Travels Business in providing Busses to the Government Departments/ PSUs/ Autonomous Bodies/Private Sector/Renowned Educational Institutions etc. with satisfactory service period should be between years 2016 to 2021.
4. The bidder should have at least 2 vehicles of 55 Seat capacity buses
5. The vehicle should be registered not before January, 2013 in the name of the bidder, associate partners or in the name of the owner of the firm or thereafter, failing which the offer will be rejected. The copies of the RCs of the vehicles only registered on the name of bidder are to be uploaded with the Technical Bid.
6. Experience certificates as per para 3 above, award letters and performance certificates issued by officers of the level of section officer and above should be uploaded with the Technical Bid.
7. The Firm should also have (i) GST Number (ii) PAN No. Copies of GST Registration Certificate and PAN Number are to be uploaded with the Technical Bid.
8. A team of IIIT Sri City Chittoor Officers will physically inspect the availability/ quality of bus and/or office of applicant before opening the financial bid, if required.
9. Registration certificate of business under Shop & Establishment Act, copy of previous two years Income Tax Returns.

Earnest Money Deposit (EMD)

1. The Earnest Money Deposit amounting to Rs.25,000/- (Rupees Twenty Five thousand only) must be credited in the form of NEFT/RTGS to “IIIT Sri City Chittoor Opex Account” (A/c.No.38329375681, IFSC Code.SBIN0016527, (16527) - Sri City (Mallavaripalem), 115, Peepul Boulevard Sri City, Chittoor District, AP-517 646.
2. EMD of all unsuccessful bidders will be returned after finalisation of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Bank Guarantee. In the case of a successful bidder, the EMD may be adjusted towards the Performance Bank Guarantee on request.
3. The amount of EMD is liable to be forfeited if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Bank Guarantee.
4. No interest will be paid on the EMD / Performance Bank Guarantee.
5. The Bidders will have to upload a scanned copy of Payment details towards EMD and the same will be accepted only on verification and confirmation by the Institute.
6. Any delay in credit will not be entertained by the IIIT Sri City Chittoor.

Performance Bank Guarantee:

The bidder will have to furnish performance bank guarantee of Rs.1,00,000/- (Rupees One Lakh only) in the form of a Bank Guarantee from a commercial bank in the format appended for proper performance of the contract agreement, (notwithstanding and/or without prejudice to any other provisions in the contract) within a period of 7 days from the date of issue of letter of acceptance. This period can be further extended by the IIIT Sri City Chittoor up to a maximum of 7 days on written request by the bidders stating the reasons for delay in procuring the performance guarantee, to the satisfaction of the Competent Authority.

- a) The performance guarantee shall be validated up to the stipulated date of completion plus 30 days beyond that. In case the time for completion of work gets enlarged, the contractor shall get the validity of performance guarantee extended to cover such enlarged time for completion of work. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the contractor, without any interest.
- b) The Competent Authority shall not make a claim under the performance guarantee except for amounts to which IIIT Sri City Chittoor is entitled under the contract (notwithstanding and/or without prejudice to any other provisions in the contract agreement), in the event of,
 - i) Failure by the contractor to extend validity of the Performance guarantee as described herein above, in which event IIIT Sri City Chittoor may claim the full amount of the performance security.
 - ii) Failure by the contractor to pay IIIT Sri City Chittoor any amount due, either as agreed by the contractor or determined under any of the rules/clauses/terms and conditions of the agreement, within 30 days of the service of the notice to this effect by IIIT Sri City Chittoor.
- c) In the event of the contractor being rescinded under provision of any of the rules/clauses/terms and conditions of the agreement, the performance security in the form of Bank guarantee shall stand forfeited in full and shall be absolutely at the disposal of IIIT Sri City Chittoor.

Form of Performance Security (Guarantee) Bank Guarantee Bond

In consideration of the Indian Institute of Information Technology Sri City Chittoor (hereinafter called “IIIT Sri City Chittoor) having offered to accept the terms and conditions of the proposed agreement between And (Hereinafter called “the said contractor (s)) for the work of providing Non-AC bus as per agreement and the same having been unequivocally accepted by the contractor (Hereinafter called “the said agreement”) and having agreed to production of an irrevocable bank Guarantee for Rs...../- (Rupees only) as security / guarantee from the contractor (s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We (Hereinafter referred to as “the Bank”) hereby (Indicate the name of the Bank) Undertake to pay to IIIT Sri City Chittoor an amount not exceeding Rs..... (Rupees Only) on demand by IIIT Sri City Chittoor.
2. We do hereby undertake to pay the amounts due and payable under this Guarantee without any demure/reservation, contest, recourse or protest and credit without any reference to the contractor, merely on a demand from IIIT Sri City Chittoor stating that the amount claimed is required to that recoveries due or likely to be due from the contractor (s). Any such demand on the Bank shall be conclusive as regard the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs (Rupees Only)
3. We, the said bank further undertake to pay to IIIT Sri City Chittoor any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present guarantee being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability payment therein under and the contractor (s) shall have no claim against us for making such payment.
4. We further agree that the guarantee herein (indicate the name of the bank) Contained shall remain in full force and effect during the period that would be taken for the said performance of the said agreement and that it shall continue to be enforceable till all the dues of IIIT Sri City Chittoor under or by virtue of the said agreement have been fully paid and claims satisfied or discharged or till Competent Authority on behalf of IIIT Sri City Chittoor certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor (s) and accordingly discharges this guarantee.
5. We further agree with IIIT Sri City Chittoor that (Indicate the name of the Bank) IIIT Sri City Chittoor shall have the fullest liberty without our consent without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by IIIT Sri City Chittoor against the said contractor (s) and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor (s) or for any forbearance, act of omission on the part of

IIT Sri City Chittoor on any indulgence by IIT Sri City Chittoor to the said contractor (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the contractor (s).
7. We lastly undertake not to revoke this (Indicate the name of the Bank) Guarantee except with the previous consent of IIT Sri City Chittoor in writing.
8. This guarantee shall be valid up to unless extended on demand by IIT Sri City Chittoor. Notwithstanding anything mentioned above, our liabilities under this guarantee are restricted to Rs(Rupees only) and unless a claim of writing is lodged with us within six month of the date of expiry or extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the day of for

(Indicate the name of the bank)

Evaluation Procedure:

The Technical and Price Bid (Financial Bid) Evaluation of those bidders who meet the above eligibility criteria will be done by a committee constituted by the Institute as per procedure described below:

The received bids will be scrutinized by the committee and marks will be awarded on a scale of 50 on the basis of submitted documents (i.e. the background of the organization/bidder (s), previous work experience during the three financial years out of five financial years (from 2016-17 to 2020-21) in carrying out similar work/services, feedback from the current/previous users including performance certificates, turnover of the organization during the three financial years out of five financial years (from 2016-17 to 2020-2021) and physical inspection of the vehicle. The bidder shall produce all potential buses for physical inspection before IIT Sri City Chittoor committee along with original documents of the vehicles viz. RC books, Insurance policies (Comprehensive), Passenger Permit, Road Permit, Pollution & fitness Certificate etc. for verification prior to deployment on the specified dates.

Weight for Technical Bid: 50 marks

Description	Marks
1. Previous work experience during the three financial years out of five financial years (from 2016-17 to 2020-21) in carrying out similar work/services 2. Turnover of the organization during the three financial years out of five financial years (from 2016-17 to 2020-2021) 3. Feedback from the current/previous users including performance certificates	25 Marks
Physical inspection of the vehicle (Quality of the vehicle, document state)	25 Marks

Weight for Financial Bid : 50 marks

On the basis of the technical bid accompanied by related documents and inspection of the vehicle, the committee will shortlist the bidder(s)/contractor(s) who comply with all the eligibility criteria and score a minimum of 35 aggregate marks in the technical bid.

- The Institute reserves the right to visit one or more current running site(s) of the shortlisted bidder(s).
- Only those bidders will be considered as technically qualified bidder(s)/contractor(s) whose aggregate score equal or more than 35 marks and whose quality of of the services will be found satisfactory by the Institute.
- The committee will recommend the name of the technically qualified bidder(s)/contractor(s) for opening of financial offer. and the list of these technically

qualified bidder(s)/contractor (s) will be published on MHRD ewizard portal. No separate intimation shall be sent to individual bidders.

- The committee reserves its right to select or reject any or all of the bids mentioned above without assigning any reasons.
- In case of a tie, the tenderer with higher technical marks would be awarded the contract. Further, even after doing so if there is a tie then the committee will decide on the appropriate procedure to be adopted for determining the eligible tenderer for award of contract.
- The best evaluated bid shall normally be accepted. However, if the price offered by the best evaluated bidder is not acceptable, negotiation may be held with the best evaluated bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter offered to the next best evaluated bidder(s).
- Final selection of the tenderer shall be based on the scoring system mentioned above. If the Tender Committee arrives at a decision that the rate quoted by any Bidder is too low with reference to the quality and quantity expected by the Institute, the respective tenders are likely to be rejected from further consideration. The Tender Committee reserves the right to negotiate the prices quoted by the Bidders. The Bus service contract shall also be split among the successful bidders for operational and other reasons, as decided by the Tender Committee, whose decision will be final and binding in this matter.
- **Note: The marks awarded for Tender Evaluation by the constituted committee shall be final and binding on the tenderers.**

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR

**Contract for hiring of Non-A/c. Buses Model 2013 or later model
for IIIT Sri City Chittoor**

GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The vehicle supplied should be in the name of Tenderer. The year of manufacture of the vehicle must be 2013 or later. **No subcontracting shall be allowed under any circumstances for any reason whatsoever.**
2. The initial contract would be for a period of one year, extendable on mutual agreement based on the satisfactory performance of the Contractor and at the same or a lesser price. The performance would be reviewed by the Committee at any time during contract period.
3. The contract can be terminated by IIIT Sri City by giving one month advance written/email notice without assigning any reason whatsoever.
4. Vehicle log sheets supplied by IIIT Sri City shall only be maintained for each of the vehicles by the drivers for the duties performed. The travel agency should collect the log sheets from IIIT Sri City and should give the log sheets to their drivers while entrusting the IIIT Sri City 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 signed by the concerned IIIT Sri City 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 Sri City officials/authorised persons.
5. Vehicle deployed should be in good running condition and should have taxi registration, current comprehensive insurance and road tax coverage, permit, fitness, pollution ceand driving license with badge of driver etc.
6. Contractor should keep the vehicle in neat, clean and good running condition with seat cloth covers. The contractor should carry out the periodical maintenance of the vehicle supplied and ensure they are always in good condition.
7. The contractor should have an office within 30 Kms from Sri City with necessary telephone connection in the office as well as at the residence in order to meet the regular and emergency requirements of the Institute.
8. After awarding the contract any increase/decrease in the cost of fuel will be considered for actual kilometers operated by IIIT Sri City 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 5.5 Kms per ltr.
9. The contractor shall ensure that drivers deployed on the buses are qualified as per the rules of AP MV Act and possess a valid professional driving License issued by appropriate Government authority and also well disciplined. They should behave properly with the

officials, well conversant with the route/roads and its surroundings and should not report for duty under the influence of alcohol or any narcotics, etc. He must possess a valid driving license with badge at all times and should adhere to all traffic regulations while driving the vehicle.

10. The driver must always wear uniform as prescribed by AP MV Act. No extra payment will be made to the contractor by IIT Sri City for providing uniforms to drivers.
11. Drivers should be vaccinated with two doses of Covid-19 Vaccination. Driver(s) should provide valid vaccination certificates to the IIT Sri City Official.
12. The drivers should have a minimum three (3) years of experience in driving heavy transport vehicles. The drivers should have the ability to fill the log/trip sheet of the vehicles
13. No transportation facility will be provided by the Institute to the drivers of the company.
14. Driver's food expenses will be borne by the contractor only. The drivers can take meals from the IIT Sri City Mess on credit basis. The cost will be recovered from the contractor's monthly bills. By no means, the driver should leave the institute for having food and cause delay in the scheduled trips.
15. No accommodation will be provided by the Institute for the drivers. The contractor shall have to make their own arrangement for the stay of drivers. The drivers should not leave the campus at any time during the duty period and also during the parking period.
16. It is the responsibility of the contractor to get antecedents of their drivers verified through police and furnish the same to the IIT Sri City before engaging any driver.
17. Detailed Schedule of trips will be handed over to the drivers and the drivers have to strictly follow the same without fail unless informed by the transport coordinator of the Institute.
18. All cost liabilities arising out of any accident and any third party claim are solely the responsibility of the contractor.
19. No driver should work continuously for more than 12 hours on any given day without rest.
20. The contractor should provide a cell phone to each of the drivers of the vehicles, the contact numbers must be provided to IIT Sri City. Any change in the contact number must be reported immediately.
21. 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.
22. 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 IIT Sri City .
23. The Travel Agency should be registered under GST Act for payment of GST and the contractor should furnish a GST registration certificate to IIT Sri City.
24. 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.
25. 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.
26. 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 Sri City immediately and follow their instructions.

27. All precautionary measures should be taken so that the vehicles will not break down while in use. If it happens, the contractor has to arrange a substitute vehicle within 1 hour. If the contractor fails to provide substitute vehicle, an amount of Rs.1000 (Rupees Thousand Only) per day will be recovered in addition to recovering the actual hired charges per day of the same type of vehicle to be hired by the institute to meet the urgency for such no. of days till the contractor provides the vehicle.
28. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, drunk etc, the Institute shall have the right to expel or refuse entry to any of the drivers and vehicle shall be treated as absent and a fine of Rs. 5,000/- will be imposed.
29. In case of breach of terms and conditions, IIIT Sri City reserves the right to terminate the contract without giving any notice.
30. In case of an accident etc. IIIT Sri City 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.
31. Any deviation/violation or breach of the said terms and conditions will be viewed seriously and the contract will be terminated without prior notice.
32. IIIT Sri City 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 Sri City 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 the same type of vehicles.
33. The Party shall pay Security Deposit or B.G equivalent to Rs. 1,00,000/- 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.
34. In case any contractor refuses to supply vehicles ordered by IIIT Sri City, it will be viewed seriously and the contract will be terminated without giving any notice.
35. All the vehicles should report in time at the places advised by the IIIT Sri City. Any delay will be viewed as a serious deficit of service and action taken accordingly.
36. The Institute has every right either to operate the particular trip/requirement or cancel it / or defer it.
37. The rate charged for the services provided by the bidder under this contract should in no event exceed the lowest price at which you provide the service identical to any other person or agency during the period of this contract. If it is found later, the contract is liable to be terminated without giving any notice thereof. The excess amount charged by you, if any, will be adjusted/recovered from the dues payable to you including security deposit.
38. All repairs including major overhaul and maintenance, servicing, filling of diesel and other expenses for the up-keep of the buses, running expenses such as tyres, batteries etc. shall be borne by the contractor. The wages payable to the Drivers of the buses shall be the responsibility of the contractor and the same should be as per the minimum wages act.
39. The buses shall follow the routes and rallying points as per the details to be provided by the

Institute and no deviation will be allowed. However, IIT Sri City reserves the right to change the schedule / route at any time.

40. The contractor shall display signboard of IIT Sri City name prominently on the front and rear side of the buses while on IIT Sri City duty
41. After entering into the contract, the Vehicle identified for IIT Sri City shall be at sole disposal of IIT Sri City only and shall not be let or sublet to others.
42. The service of Vehicle is to be provided on all week days Monday to Sunday including holidays from 07.00 hrs to 23:00 hrs. The rates shall be quoted accordingly, no separate billing/rate will be made for Sundays or Holidays.
43. Normal usage of the vehicle is between 07:00 hrs and 23:00 hrs for about 16 hours on any day and 480/496 hours per month cumulative. Usage of vehicles beyond this time period will be treated as additional service for which extra hour charges beyond 480/496 hours will be paid and is to be quoted by the bidders in the tender.
44. Normal usage of the vehicle is considered for a running of 1000 kms per month. Charges for extra kilometers beyond 1000 kms per month will be paid for which rate shall be quoted by the bidders in the tender.
45. The vehicle will normally be used for internal trips within Sri City surrounding areas within a radius of 30 kms and to Tada/Sullurpet. All other expenses ie., inter state charges, toll gate charges etc will be paid extra. But the Kms run during outstation trips will be accounted for against 1000 kms only. No separate payment will be made except additional Kms beyond 1000 kms per month for the outstation trips.
46. The bidders shall quote for the vehicles on lump sum basis for 1000 Kms running 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.
47. During Semester break/holidays, the payment will be made on prorata basis for the days the vehicle has been actually used based on the total price for 30/31 days as the case may be.
48. The price variation in the cost of Diesel will be as per point 8 of the General Conditions of the Tender Document. The rate increased/ decreased will be worked for the actual Kms run during the month.
49. The driver is required to maintain a log book on a daily basis and got signed by the authorized official from IIT Sri City.
50. Any unauthorized journey undertaken by the driver/contractor during the contract period will be disallowed and will be penalized at the discretion of IIT Sri City.
51. All internal disputes if any among the employees, parties and management shall be settled among themselves or through legal process. IIT Sri City will not interfere in the disputes of the company. If the disputes are causing frequent hindrances to the services the contract will be terminated forthwith.
52. The Institute reserves the right to enter into parallel contracts with other firms too i.e. split orders.
53. The Institute reserves the right to make amendments to the scope of the tender, during the evaluation of tenders and during the currency of the Contract.
54. In case of the requirement for additional vehicles (if any), the same shall be provided by the

contractor at the price agreed as per the contract.

55. The contractor will be held responsible for any damages caused to the property, installations and any other facilities of the IIIT Sri City. Should there be any such incident the contractor shall fully compensate the damages. Decision to the costs of such damages will be taken by the institute or the representative of the institute, which is final.
56. The contractor shall furnish agreement on non judicial stamp paper of Rs.100/- accepting all the terms and conditions mentioned in the tender document at the time of award of the contract for supply of buses. Any conditional acceptance of the offer will be liable for immediate termination of the contract without assigning any reason whatsoever.

Compliance of Laws and Safety Rules

1. The contractor shall declare and warrant that they are legally entitled to do the services of providing transport and hold the requisite license and/or permit for the same from the appropriate authorities.
2. The contractor shall employ his own drivers, cleaners during the period of contract and shall pay their wages and comply with the statutory provisions and IIIT Sri City shall not, in any manner, be responsible for the same. The contractor shall make payment of wages to the workers employed by him regularly and shall produce the details to IIIT Sri City authorities or any statutory authorities for verification as and when called for.
3. It will be the sole responsibility of the Contractor to abide by the statutory provisions of the various acts in performance of this contract.
4. All payments as may be required for obtaining different permits and licenses in the contractor's line of buses will be obtained by the contractors at their cost.
5. In order to avoid mishap / accident, contractor shall ensure that only skilled drivers (having driving license to drive passenger buses) with sufficient experience in the trade are deployed on vehicles/cars and they observe all rules / precautions in this regard.
6. The contractor shall maintain such documents as may be necessary by law and as instructed by IIIT Sri City from time to time. These should be available for inspection at any time.
7. If the buses are involved in any accident or mishap and as a result thereof any employee or guest or persons of IIIT Sri City suffer any injury or death then the contractor shall be liable to pay compensation or damages as may be assessed by the appropriate authority.
8. If the contractor at any stage refuses or is unable to provide the buses for any reasons whatsoever or his performance is found to be otherwise unsatisfactory, IIIT Sri City will have the right to terminate the contract and recover from the contractor, the amount of losses and liquidated damages suffered by the IIIT Sri City due to termination of the contract. This will be in addition to the recovery of losses which shall have to be reimbursed to the authorized commuters for to and fro journey (coming / going) from their respective places.

Compliance with RTO rules

1. The contractor shall ensure that all the rules pertaining to Motor vehicle Act, Contract Carriage Act and any other Act of the state shall be met. In no circumstances IIIT Sri City shall be involved for any violation of the RTO Rules on the part of the transporter. It will be the sole responsibility of the contractor to abide by all such laws at his own cost.
2. The contractor shall ensure that the drivers do not carry any inflammable / contraband material in the buses.
3. The contractor shall be liable to bear all taxes, toll charges, levies, fines, penalties, etc. payable in respect of the aforesaid buses. The contractor shall be liable and responsible for non-fulfillment / compliance of all or any of the statutory requirements under the Motor Vehicle Act, Contract carriage Act or any other Act for the time being in force in the state of Andhra Pradesh.

Safety and Security:

1. In order to avoid any Mishap / Accident, contractor shall ensure that only skilled drivers (having driving license to drive passenger buses) with sufficient experience in the trade are deployed on buses and they observe all rules / precautions in this regard. Contractor shall ensure that drivers do not exceed normal speed limit and shall further ensure that his crew is deployed on duty after adequate rest to avoid accidents due to over fatigue. The contractor shall be solely responsible for violation of the above stipulations.
2. The contractor shall engage the drivers for IIIT Sri City duty whose character and antecedent verification has been done by the Police Department, possess valid driving license, having adequate driving experience on passenger buses, having thorough knowledge of traffic rules / road safety precautions, aware with the routes.
3. The drivers of the buses should follow the traffic rules prominently.
4. The contractor should place the vehicle at the disposal of IIIT Sri City. After the day's duty, the vehicle should be parked at the place identified by IIIT Sri City. The vehicle should not be used for other duties during the contract period.
5. The contractor shall always abide by the rules and regulations of IIIT Sri City pertaining to Security and Safety.
6. The Contractor or his representative shall not divulge to any one, any confidential information obtained during the course of work.
7. The Contractor shall be responsible for the safety and security of buses.
8. The Contractor shall be responsible for any damages to the buses or any death or injury to the driver or any other person travelling in the buses in case of any accident.
9. Any indiscipline by the contractor's workmen within the premises, while on duty, will make them liable for penalty and IIIT Sri City will also be entitled to terminate the contract. The security rules as framed from time to time shall be strictly complied with by them

Resolution of Disputes:

Notwithstanding anything contained, all questions, disputes or differences whatsoever, between the parties to the Contract, arising out of or relating to the construction, meaning and operation or interpretation of provision of the contract or matters related thereto, whether during the tenure of the Contract, or its failure or after the completion of the Contract, shall be settled by the Director, IIT Sri City. The decision of the Director, IIT Sri City shall be final and binding on the parties to the Contract.

Signature of Bidder with date

Name & Address of Bidder

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The following Annexures are attached separately.

- 1. Annexure I : Undertaking Form
- 2. Annexure II : Basic Details to be furnished by the bidders
- 3. Annexure III : Declaration regarding black-listing and/or litigation
- 4. Annexure IV : Balance Sheet details
- 5. Annexure V : Proof of payment of service tax/GST and
Proof of payment of Income Tax
- 6. Annexure VI : Details of experience
- 7. Annexure VII : Performance Report

Indian Institute of Information Technology Sri City, Chittoor

PART B- PRICE BID

ON MONTHLY BASIS NON-A/C BUS MODEL 2013 or later model

S.No.	Particulars	Rate per month Rs. (Excluding GST)
1	Monthly rate per vehicle for minimum of 1000 Kms (480 hours of use per month (30 days) and 496 hours (31 days))	
2	Charges for extra kilometer for use beyond 1000 Kms per month	
3	Charges for extra hour of use beyond 480/496 hours per month	

GST will be paid at the applicable rate.

Price Bid/Financial Bid: This should contain only the price information which should remain valid for a minimum of THREE (3) months along with commercial terms and conditions.

1. Price Bid should be filled in and submitted through MHRD ewizard portal only (<https://mhrd.euniwizarde.com>). If the Price Bid is attached with Technical Bid, the bid will be summarily rejected.
2. The Price bids of the bidders shortlisted in technical bid evaluation shall be considered for further processing.
3. The Price bid should clearly contain the details as mentioned in the form.
4. The price quoted in price bid shall be considered firm and no price escalation will be permitted during the entire period of the contract.
5. The actual GST percentage, if any, should be specified clearly.
6. Price bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.
7. Other conditions mentioned in the evaluation procedure

INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>).

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b) The bidders choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal. After registration send **User ID** for helpdesk team (helpdeskeuniwizarde@gmail.com and support@euniwizarde.com) for activation.
- c) Bidders register upon enrolment, with their valid Digital Signature Certificate (**Class III Certificates with signing and Encryption key**) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender

published on the Online Portal.

- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI

encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.

- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.**

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the Institute department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is
 - **Gagan (8448288987/eprochelpdesk.01@gmail.com)**
 - **Vijay (8448288989/eprochelpdesk.03@gmail.com)**
 - **Suriya (8448288994/eprochelpdesk.06@gmail.com)**
 - **8448288992, 8448288984, 8448288986, 8448288982, 8448288988**
- 7. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- 8. The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.