



## Indian Institute of Information Technology, Sri City, Chittoor

630 Gnan Marg, Sri City, Tirupati District - 517 646, Andhra Pradesh, India

e-mail: [procurement@iiits.in](mailto:procurement@iiits.in), [www.iiits.ac.in](http://www.iiits.ac.in)

NIT.No: IIITS/NIT/Transport/Taxi/2022/07/01, Date: 25-07-2022

Sealed tenders in three-part bids (Comprising Part-1 EMD, Part-II Technical Bid and Part III Price Bid or Commercial Bid - to be submitted in separate sealed covers) are invited from the reputed State/National level organizations/companies/trust/societies/consortium/firms engaged in providing Vehicle services for period of one year. Please mention at the left top of the each covers "Outsourcing – 1. White Toyota Etios (AC) (24x7) 2. White Toyota Etios (AC) (12 hrs shift) 3. Innova (AC)-12 hrs shift 4. Driver for Institute car" and **Kind Attention to Registrar I/c.**" as per the details given below. Relevant documents consisting of the general tender document and scope of work can be downloaded from Institute website ([www.iiits.ac.in](http://www.iiits.ac.in))

Description/Specific ation/Scope	<p>1. Outsourcing – Supply of White Toyota Etios (AC) (Petrol/Diesel driven) 2019 or later model only) with driver to be considered on monthly contract basis for a period of one year (30 / 31 days per month). The contractor should be able to provide the White Toyota Etios (AC) (Petrol/Diesel Driven) for 24 x 7 for a period of one year (30/31 days per month) with driver</p> <p>2. Outsourcing – Supply of White Toyota Etios (AC) (Petrol/Diesel driven) 2019 or later model only) with driver to be considered on monthly contract basis for a period of one year (30 / 31 days per month). The contractor should be able to provide the White Toyota Etios (AC) (Petrol/Diesel Driven) for 12 hours shift for a period of one year (30/31 days per month) with driver</p> <p>3. Outsourcing – Supply of White Toyota Innova (AC) (Petrol/Diesel driven) 2019 or later model only) with driver to be considered on monthly contract basis for a period of one year (30 / 31 days per month). The contractor should be able to provide the White Toyota Etios Innova (AC) (Petrol/Diesel Driven) for 12 hours shift for a period of one year (30/31 days per month) with driver</p> <p>4) Driver requirement for Institute car through Outsourcing</p>
Earnest Money Deposit (EMD)	The Earnest Money Deposit amounting to Rs.25,000/- (Rupees Fifteen thousand only) must deposit through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details are in Page 5)
Delivery	Immediately from the date of release of order of Contract
Last Date of submission of Tender	July 30, 2022 @ 14:00 Hrs
Date of opening of Technical Bid	July 30, 2022 @ 14:30 Hrs
Address for submission of Tender	The Registrar I/c., Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan marg, Sri City, Tirupati District, Andhra Pradesh, PIN-517 646, India

The requirement of the vehicle(s) / model (s) may be decided by the Institute during the period of contract based on IIIT Sri City requirement.

## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SRI CITY CHITTOOR

Indian Institute of Information Technology Sri City (IIITS) Chittoor was established in 2013 by Government of India as an Institute of National Importance under the Act of Parliament in PPP model. Government of Andhra Pradesh and Sri City are the other partners.

In order to achieve a more productive workforce, IIIT Sri City desires to utilize the services of reputed private/Govt agencies in certain areas of its functioning. In this regard, IIIT Sri City has decided to hire a "1. Outsourcing - White Toyota Etios (AC) (Petrol/Diesel driven) (2019 or later model only) for 24x7 shift 2. White Toyota Innova (AC) (Petrol/Diesel driven) (2019 or later model only) for 12 hours shift" from reputed and well experienced agencies on contract basis, for a period of one year. An initial period of 3 months trial period will be given for the selected service provider, and on successful completion of which confirmation of contract for balance period will be issued. The agencies that comply with (Three Cover Bid) The EMD and Tender Document Charges, the Technical and Commercial terms and conditions of this document shall be eligible to apply. Completed quotations with relevant documents may be submitted to **The Registrar I/c. IIIT Sri City Chittoor** and the committee reserves the right to shortlist/reject any or all quotations without assigning any reasons.

### **Details of Requirement**

1. "Outsourcing – 1. Toyota Etios (AC) (Petrol/Diesel driven) (2019 or later model only) for 24x7 shift 2. Toyota Etios (AC) (Petrol/Diesel driven) (2019 or later model only) for 12 hours shift 3. White Toyota Innova (AC) (Petrol/Diesel driven) (2019 or later model only) for 12 hours shift to be considered on monthly contract basis for a period of one year (30 / 31 days per month).
2. The contractor should be able to provide the above mentioned vehicles with driver.
3. The Transport operator shall have Etios Vehicle or similar vehicles in their own/firm's name or on attachment with the firm. It is preferable to have spare vehicles of the same types.
4. The requirement of the vehicle(s) / model (s) may be increased/decreased during the period of contract based on IIIT Sri City requirement.
5. The above mentioned vehicle(s) on hire basis will be utilized by IIIT Sri City for full day operation, local and out-station without any restriction.
6. The Outsourced Vehicle is to be used on all days for local and outstation including national holidays, throughout the year. The normal working hour is 12 hours per day (e.g. from 8.30 a.m. till 8.30 p.m) is applicable for 12 hours shift vehicle. Detention charges will be paid only when the vehicle is used beyond 12 hours. The hiring includes car rent, driver salary, maintenance, and fuel. Similarly halting charges are to be paid extra, if it is outstation. Charges per km are to be paid only when the vehicle crosses 2500 kilometer per month. The shifts of the drivers shall be taken care of by the supplier and the external driver shall be available with the car throughout. The contractor should be able to provide the White Toyota Etios (AC) (Petrol/Diesel Driven) for 24 x 7 for a period of one year (30/31 days per month) with driver.
7. Vehicle can be used on all days including Sundays and holidays. Based on need, required vehicles will be booked on Sundays and holidays with prior intimation. The supplier should be able to provide the vehicle within one hour of intimation.
8. Transport operators must have spare drivers.
9. A spare vehicle of the same type shall be supplied whenever it is required. If the vehicle could not be provided, the vehicle will be hired from outside and the full charges for that vehicle will be deducted from the bill of the service provider.
10. Drivers should be paid PF and ESI according to Govt. norms.
11. For outstation trips drivers should be provided with enough money for food and fuel.
12. The Transport operator should obtain all required road permits and the expenses (if it is other states only) related to that will be reimbursed by IIIT Sri City.
13. The actual car parking charges incurred at Airport/ Railway stations and temples will be reimbursed by production of the original receipt without any corrections or over writings and duly certified by Pooling In-charge.
14. The Transport operator should ensure that the driver is available at the vehicle all the time during operation.

15. The condition of the vehicle like, functioning of the air conditioner, condition of tyres, head-lights/ indicators, horn, safety belt etc., should be good, failing which the vehicle will be removed from operation till the defects are set right and in such case the operator should provide good alternate vehicle immediately.
16. The authorized service stations should carry out periodic maintenance/service, and the service report should be provided for verification by IIIT Sri City.
17. IIIT Sri City will not be responsible for any delay / loss either in obtaining or in submission of the tender documents in time. The bidders are requested in their own interest to ensure that the completed tender documents reach the undersigned well in time, in a sealed cover superscripting the Tender Reference.

The Drivers employed by the lessor (contractor) should be AGILE, COURTEOUS AND SHOULD NOT BE ADDICTED TO DRUGS AND ALCOHOL.

The prices should be quoted for fixed item, which include vehicle hiring charges, drivers' salary, and allowances, maintenance, fuel etc.

All major and minor maintenance of the vehicle is to be borne by the supplier and it is the responsibility of the supplier. A substitute vehicle of the same type shall be provided by the supplier during the time of minor/ major maintenance.

The bidder should produce documentary proof of lending such vehicles for the highest level of officers in Public Sector Undertaking /Educational Institutions. Lending of vehicles for public sector undertaking/educational institutions alone will not qualify for the participation in the tender. The institute reserves the right for verification of the supporting data. Supporting documents such as the number of vehicles possessed by the firm, their balance sheet and IT returns of the firms should be furnished along with the tender. The supplier should ensure that all statutory requirements such as firm's registration, vehicle registration, tax and insurance certificates, pollution related certificates, driver's license, EPF, etc. are taken care of and the institute does not have any role in it.

#### **TECHNICAL AND COMMERCIAL TERMS & CONDITIONS**

#### **(Acceptance to be certified by the bidder vide submission of a copy signed on all pages by the bidder in all the Three-Part Bid)**

1. Name of work: 1. White Toyota Etios (AC) (Petrol/Diesel driven) / 2019 or later model only (24x7 shift) 2. White Toyota Etios (AC) (Petrol/Diesel driven) / 2019 or later model only: 12 hours shift 3. White Toyota Innova (AC) (Petrol/Diesel driven) / 2019 or later model only for 12 hours shift to be considered on monthly contract basis for a period of one year on hire basis at IIIT Sri City Chittoor.
2. Duration of agreement:  
Initially the contract is for Three months and based on the performance it will be extended for a period of 1 year from the date of acceptance of the tender. However, contracts may be extended for further periods 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. Validity of tender: Ninety (90) days from the date of opening of the tender, EMD will stand forfeited if the tenderer backs out within the validity period of Ninety (90) days.
4. Termination: Director IIIT Sri City solely reserves the right to terminate the agreement at any time without showing any reason with a minimum one month notice period.
5. Administration reserves the right not to accept the lowest or any tender without showing any reason.
6. Trade license, labor license, vehicle license, permit, pollution control board certificate and Income tax statement for the last three years, Sales tax, and VAT clearance certificates are to be submitted along with the tender documents.

7. Tenders should be free from corrections or over writings, if any, must be attested. All amounts shall be indicated both in words as well as figures. Where there is difference between amounts quoted in words and figures, the amount quoted in words shall prevail.
8. If any loss/damage incurs during the tenure of the agreement to the movable/immovable properties of the Institute or the Car and its equipment, the cost of the same to be borne by the service provider.
9. Service providers shall maintain cleanliness and hygienic condition inside the car.
10. Service providers shall abide by the rules established by the Institute.
11. The log book register for the details of the date, trip start and trip end time, distance travelled shall be jointly done by the both lessee and lessor and submit a report to the Registrar Office, on a daily/monthly basis.
12. Service providers will provide proper duty uniform and identity badges to the employees recruited by the organization and the staff must be in uniform during working hours. Name badges also to be worn by staff for identification.
13. Any representative of the Director shall have the power to inspect the car and its services at any point of time.
14. The submission of the tender by a service provider implies that he/she has read the entire tender document and has made him/her aware of the site conditions, scope and specification of work to be performed and of the local conditions and other factors, which have a bearing on the execution of work. The Institute, therefore, after the acceptance of bids shall not pay any extra charges for any reasons, whatsoever in case the service provider is found to have misjudged the tender specifications, requirements and site conditions.
15. Agreement for offer of engagement to be made between the Institute and the selected service provider on Rs. 100.00 (Rupees Hundred only) Non-judicial stamp paper. Performa of agreement is attached.
16. The agreement will automatically terminate on expiry of the period of agreement and the service provider will hand over any material given to them by the Institute authority immediately in the same condition in which they have accepted the same.
17. Rates, terms and conditions of contract quoted, once accepted by IITS shall not be altered during the tenure of the contract for any reason and shall be valid till the expiry of contract. There shall not be any price increase in the rates quoted during the period of the contract.

**18. CONDITIONS FOR THE VEHICLE**

- a. After award of contract, successful bidder shall have to commission the vehicle for services within one month. If it is unable to commission the vehicle within the specified period of one month, his EMD amount will be forfeited.
- b. The Vehicle should have proper Registration Certificate, Road tax payment Certificate, Fitness Certificate, Third Party Insurance, Valid Insurance and Pollution Certificate at the time of commissioning of the vehicle for services and state permit (Andhra Pradesh and Tamil Nadu).
- c. The vehicle offered should conform to the Emission norms laid down by Pollution Control Board and should possess the certificate "Pollution under Control" issued from the concerned authority.
- d. The vehicles offered for hire should be free from litigation as regards ownership is concerned and driver should not possess tainted history such as rash driving, negligence of traffic rule etc.
- e. The vehicles should be serviced regularly and timely at the sole cost of the tenderer/Contractor. All wear and tears shall be borne by the awardee of the contractor. Driver's age should be around 40 years and should possess a permanent license with minimum 15 years of experience in driving vehicles.
- f. The vehicle should be kept for 12 hours a day, in our premises and accordingly the tenderer/ contractor would arrange for replacement of vehicle in case of wear and tear/ temporary out of service and during the service of vehicles.
- g. That Vehicle should be fully equipped with oxygen cylinder & emergency kit and legally registered as a Vehicle with the appropriate Transport Authority/Department and there should be comprehensive Insurance of the Vehicle including third party liabilities and the contractor should also comply with all relevant rule of Motor Vehicle Act etc

- h. The Vehicle to be provided should be in good condition and should be a brand new and in case Vehicle is not provided/not available due to break down or any other reasons the same will be hired from the market and difference of amount paid in excess will be deducted from the bill of contractor
19. **PENALTY** - If the service provider is not able to provide the Vehicle for any particular day, a penalty fee of Rs.500/- (Rupees Five Hundred Only) per day shall be deducted from that monthly payment.
20. There shall be a termination of contract if the service provided is not satisfactory or against the contract norms even after repeated warnings (max warnings of two only).

## **DRIVER REQUIREMENT FOR INSTITUTE CAR THROUGH OUTSOURCING**

The Institute invites applications from qualified and experienced applicants for the job of Driver (on contract). The number of position(s) may vary depending upon the requirement of the Institute. The deployment will be made through outsourcing agency only and shall carry the pay in accordance with the rates prescribed for Minimum wages by Government of Andhra Pradesh. Interested candidates with prescribed qualifications may apply through Agency only. The agency should submit the Applications of the qualified and experienced candidates along with all certificates and documents in original and a photocopy thereof along with Technical Bid. The Institute has right to shortlist the candidate(s) for the position of Driver.

### **Qualification & Experience:**

- Pass in 10th standard from a recognized Board or Institute
- Must possess working knowledge of English, Telugu and Tamil.
- Possession of a valid driving license for driving cars.
- At least five years of experience of driving in any organization of repute.
- Knowledge of Motor Mechanism (Candidate should be able to remove minor defects in vehicle).
- Driver should be able to carry out daily inspection of diesel / petrol of the vehicle(s).

Age : Upto 45 years

**SECTION - I****CHECKLIST FOR BIDDERS**

<b>S.No</b>	<b>Documents</b>	<b>Yes/No/(N/A)</b>
1	Cost of Tender documents. (EMD and cost of Tender document to be submitted in separate cover-1)	
2	EMD NEFT/RTGS online transaction reference no. _____ Amt. _____ Date _____ (Attach proof of payment)	
3	Whether all the Pages are signed & properly tagged with all documents and envelopes properly sealed?	
4	Whether Bid form is filled up and signed?	
5	Whether Bidder's Profile is filled up?	
6	Whether attested copy of Registration of the firm is attached?	
7	Attested copy of Partnership Deed or Proprietorship deed/ Memorandum of Association/ Articles of Association as applicable. If not applicable the same should be indicated.	
8	Documents of ownership of vehicles.	
9	Attested copy of latest Income Tax return.	
10	Attested copy of PAN card	
11	Attested copy of GST certificate	
12	(Annexure-I) Declaration that commercial vehicle of required Model, make will be Supplied.	
13	(Annexure-II) Bio-data of Bidder.	
14	(Annexure-III) Declaration regarding no relative working in IIIT Sri City Chittoor on Rs. 100/- Stamp Paper.	
15	(Annexure IV), Letter of Authorization for attending tender process, in original if Applicable	
16	(Annexure VI) Declaration towards Non - tampering of tender document.	
17	(Annexure VII) Declaration on Rs. 100/- stamp paper about blacklist / non-blacklisted.	
18	Technical Bid (As per section-V) to be submitted in separate Sealed envelope (cover 2)	
19	Financial Bid (as per section VI) to be submitted in a separate Sealed envelope. (cover3)	
20	All the three( cover 1,2 & 3) should be put into another envelope super scribed " <b>TENDER FOR HIRING OF 1. White Toyota Innova (AC) (Petrol/Diesel driven) with driver (12 hrs. shift) 2. White Toyota Etios (AC) (Petrol/Diesel driven) 2019 or later model only) with driver (24 x7) "</b> and addressed to " <b>The Registrar I/c., Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan marg, Sri City, Tirupati District, Andhra Pradesh, India</b> "should reach on or before August 1, @ 11:00 Hrs. The cover should be superscribed as " <b>Attention - Registrar I/c., indicate NIT No. and Date</b> ".	

## SECTION – II

### 1. **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. A copy of the supporting document is to be attached.
  3. The bidder must have at least 3 years of experience in the Tour and Travels Business in providing taxi services to the Government Departments/ PSUs/ Autonomous Bodies/Private Sector/Large Private Corporate/Renowned Educational Institutions etc. with satisfactory service period should be between years 2016 to 2021.
    - a. The bidder should own or have power of attorney for at least 2 vehicles of required make Registered as Taxi. A New vehicle is to be provided in case the bid is successful. Document showing ownership of vehicle of required make in taxi category.
  4. The vehicle should be registered not before January, 2019 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.
  5. 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.
  6. The Firm should also have (i) GST Number (ii) PAN No. The Firm (not individual) should be registered with GST. Certified copy of the registration of GST and PAN shall be attached with the Bid document.
  7. A team of IIIT Sri City Chittoor Officers will physically inspect the availability/ quality of the taxi and/or office of applicant before opening the financial bid, if required.
  8. Upload Registration certificate of business under Shop & Establishment Act.
  9. Declaration that the firm shall be able to supply the new vehicles in taxi category (Annexure-1).
  10. Upload certificate of Near Relative not working in IIIT Sri City as per (Annexure III)
  11. Declaration of Non-tampering of Document (Annexure VI).
  12. Declaration of non-Blacklisting (Annexure VII)
  13. Upload a scanned copy of Payment details of Rs.25,000/- towards EMD
  14. The Agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by Bank shall be enclosed.
  15. The bidder should produce documentary proof of lending such vehicles for the highest level of officers in Public Sector Undertaking /Educational Institutions. Lending of vehicles for public sector undertaking/educational institutions alone will not qualify for the participation in the tender. The institute reserves the right for verification of the supporting data. Supporting documents such as the number of vehicles possessed by the firm, their balance sheet and IT returns of the firms should be furnished along with the tender. The supplier should ensure that all statutory requirements such as firm's registration, vehicle registration, tax and insurance certificates, pollution related certificates, driver's license, EPF, etc. are taken care of and the institute does not have any role in it.
- ### 2. **Documents required to be submitted along with the bid:**
- a. Document showing ownership of vehicle of required make in taxi category.
  - b. Declaration that firm shall be able to supply the new vehicles in taxi category (Annexure-1).
  - c. Bid Security of required amount in form of Bank Guarantee/FDR.
  - d. Valid GST Registration Certificate if applicable
  - e. Latest Income TAX return along with copy of PAN card if applicable.
  - f. Documents regarding registration of company under companies act / firm registration / Proprietorship/ partnership deed as the case may be.
  - g. Certificate of Near Relative not working in IIIT Sri City as per (Annexure III). (To be executed & attested by Public Notary/Executive Magistrate on Rs.100/- stamp paper by the bidder)



- h. Declaration of Non-tampering of Document (Annexure VI).
- i. Declaration of non-Blacklisting (Annexure VII). (To be executed & attested by Public Notary/Executive Magistrate on Rs.100/- Stamp paper by the bidder).
- j. Other documents should be attached as mentioned in minimum eligibility criteria.

Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in any respect may result in rejection of the Bid.

**All the pages of the tender document and certificates shall be duly signed by the bidder.**

**3. Bid Documents:**

- a. Tender should be submitted in **three covers**; **One** super scribing EMD & Tender cost and the **Second** cover as Technical Bid and **third** as Financial Bid and all the three envelopes are in turn be put in another envelope and this envelope should be superscripted prominently as **“TENDER FOR HIRING OF VEHICLE’s**. All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected.
- b. Tender will be opened in the presence of Bidders on the due date of opening. Cover 1 and cover 2 containing EMD, Tender cost and Technical Bids of the Tenders received will be opened on that day and the sealed Financial Bids will be kept in IIIT Sri City Chittoor. The Time, Date and Venue of the opening of financial bids will be intimated only to those Bidders, whose Technical Bid is accepted after evaluation of details and documents furnished in technical bids form. No correspondence in this regard will be entertained. Incomplete Tender or Tender in which both technical Bid and Financial Bid are found in the same envelope is liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank.
- c. Financial Bid of the selected bidders only will be opened.
- d. Bidder shall furnish the documents as per **Technical Bid Form (Section V)**.
- e. Rates should be quoted as per the schedule of Rates at **Section VI**. The format of Financial Bid Form should not be changed in any manner. Addition/ deletion/ alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- f. Unsigned Technical Bid (Section-V) and Financial Bid (Section-VI) will be considered as Invalid Bid.

**4. Prescribed Format:** Tender offers shall be submitted in the prescribed format **along with the original tender document** and enclosed Price bid. Price bids offers not adhering to the prescribed format are liable to be rejected summarily

**5. Bid Price:**

- a. The supplier shall quote in original in the Scheduled Rates format attached along with bid document for types of vehicles given in the “Services to be provided”.
- b. Fixed rate should be quoted per month basis as well as on hourly basis including cost of fuel, Wages of driver, and other incidental charges. The prices quoted by the bidder shall remain firm during the period of contract and shall not be subject to variation on any account.
- c. Rate quoted in any other format /sheet will not be considered. Rate should be quoted in enclosed sheet in English figures & words without any overwriting, corrections, errors, omissions etc. Any corrections in bid or rate sheet are required to be signed by the bidder otherwise tender may be rejected summarily.
- d. In case of reduction of taxes and other statutory duties during contract period, IIIT Sri City Chittoor shall take the benefit of decrease in these taxes /duties for the supplies made from the date of enactment of revised duties/taxes.
- e. Any increase in taxes and other statutory duties/levies during the contract period shall be borne by the supplier.

- f. Discounts or extra charges, if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

**6. Bid Security (EMD):**

- a. The Earnest Money Deposit amounting to Rs.25,000/- (Rupees Fifteen 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, Tirupati District, AP-517 646.
- b. 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.
- c. 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.
- d. No interest will be paid on the EMD / Performance Bank Guarantee.
- e. 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.
- f. Any delay in credit will not be entertained by the IIIT Sri City Chittoor.

7. 10% of the contract value has to be deposited within 15 days from the date of receipt of award of contract. Security deposit is refundable without interest on termination of agreement within ninety (90) days from the date of termination/expiry after deducting all dues against the agreement. The receipt relating to security deposit to be produced by the selected service provider well in advance before making the agreement.

**8. Submission of Bid:**

- The bids should be duly sealed and addressed to The Registrar I/c., Indian Institute of Information Technology, Sri City, Chittoor, on or before August 1 2022 @ 11:00 Hrs.
- Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened

**9. Tender Opening:**

- a. The bids shall be opened in the presence of the bidder or their authorized Representative, who wish to be present at the time of opening of bids on due date at their own cost.
- b. In case the date fixed for the opening of the bids is declared as holiday by the Government of India, the revised schedule will be notified. However, in the absence of such notification, bids will be opened on the next working day, time and venue remaining unaltered.

**10. Bid Evaluation:**

- a. Bids shall be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed (all the pages should be signed) and whether bids are generally in order.
- b. If there is any discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, Indian Institute of Information Technology, Sri City, Chittoor, will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of the bid document, without material deviation. A bid determined as substantially non-responsive will be rejected by Indian Institute of Information Technology, Sri City, Chittoor. Indian Institute of Information Technology, Sri City, Chittoor shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the services offered inclusive of all the levies and charges as indicated in the Schedule of Rates in Section VI and Evaluation of the bid will be as per Section VII.

11. **Rights of acceptance:** Indian Institute of Information Technology, Sri City, Chittoor reserves all rights to reject any tender including of those tenderers who fail to comply with the instruction and does not bind itself to accept the lowest or any specific tender.
12. **Arbitration:** In the event of any question, dispute or difference arising under the agreement in connection therewith (except as to matters, the decision to which is specifically provided under this agreement) the same shall be referred to sole arbitration of the Indian Institute of Information Technology, Sri City, Chittoor and will be decided in Tirupati court under the Andhra Pradesh High Court.
13. **Contract Period:** Initially the contract is for Three months and based on the performance it will be extended for a period of 1 year from the date of acceptance of the tender. However, contract may be extended for a further period which will not be more than 10% of the original contract amount if agreed by the contractor and the Director IIT Sri City Chittoor.
14. **Parking & Toll charges:** Payment of any Govt. tax on duty for plying the vehicles for Indian Institute of Information Technology, Sri City, Chittoor is the liability of the contractor. Parking and Toll charges, if any may be claimed by producing the Parking/Toll slips
15. **Penalty:** In the event of the contractor failing to:
  - a. Observe or perform any of the conditions of the work as state out herein or
  - b. Execute the work in good and workmen like manner and to the satisfaction of and by the time fixed by Indian Institute of Information Technology, Sri City, Chittoor
  - c. It shall be lawful for the Indian Institute of Information Technology, Sri City, Chittoor in its discretion in the former event to remove or withhold any part of the work until such times as he may be satisfied that contractor is able to do and will duly be observed the said conditions and in the latter event to reject or remove as the case may require any supply order execute otherwise than in a good and workman like manner to the satisfaction of and by the time fixed by the Indian Institute of Information Technology, Sri City, Chittoor and in both or either of the events, aforesaid to make such arrangements as he may think fit for the reproduction of the work so remove or work in lieu of that so rejected or remove as aforesaid on account and at the risk of the contractor.
  - d. Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, Indian Institute of Information Technology, Sri City, Chittoor may charge the amount of such excess cost to the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contact or from the Security deposit or may be demanded of him to be paid within seven days to the credit of the Indian Institute of Information Technology, Sri City, Chittoor.
  - e. If the service provider is not able to provide the car for any particular day, a penalty fee of Rs.500/- (Rupees Five Hundred Only) per day shall be deducted from that monthly payment.
16. **Natural Calamity, strike etc:** In case of strike, combination of workmen or natural calamity of any kind fire accidents, or circumstances beyond the control of the firm causing stoppage of his work, whereby the delivery or completion of work may be suspended resulting in under delay without penalty, Indian Institute of Information Technology, Sri City, Chittoor shall have the power during such a stoppage to get the work done elsewhere without charging the contractor. No obligation will rest on the Indian Institute of Information Technology, Sri City, Chittoor to pay for any portion of the work undertaken before such a stoppage. The contractor shall provide every facility for removal and use of materials may be necessary for timely completion of the work.

### **SECTION – III**

**TECHNICAL SPECIFICATION** for executing the work mentioned in the preamble

**Subject:** Notice Inviting Tender for supply of vehicle on Rental Basis for One year

#### **Part – I**

##### **Technical Specification for executing the work**

1. Vehicle hire charges should be quoted for average running 2500 km (Two thousand five hundred) per month. Separate Rate per km should be quoted for excess mileage.
2. The Indian Institute of Information Technology, Sri City, Chittoor has the sole right to engage vehicle for required hours a day, as well as for required days of week. No additional terms & conditions regarding engagement of vehicles for specific hours a day and/or specific days of a week will be entertained. The bidders will only fill in the Price bids (section-vi) in prescribed format in compliance with the notes thereon
3. No columns of the commercial bid should be left blank. In case of no bid to offer, the earmarked space should be filled in by “nil” remark.
4. The Institute reserves the right to extend the period of contract for further period up to one year on the same rate terms & conditions if agreed by the contractor.

#### **Part – II**

##### **Terms and Conditions Specific to the Contract**

1. Vehicle should report to the respective place as mentioned in section-iv or as per direction of the authority.
2. In case of supply vehicles found to be unsatisfactory the contract may be terminated at any time without assigning any reason thereof.
3. Payment will be made as per actual detention/utilization from the reporting office.
4. In case of an accident etc. Damage caused to will be the contractor’s liability

## SECTION – IV

### **Terms and Conditions specific to the contract**

1. In case of supplied vehicle is found unsatisfactory; the contract may be terminated at any time without assigning any reason thereof.
2. Payment will be made as per actual detention/utilization from the reporting office. Duty hour will be calculated on the basis of the difference between the reporting time and releasing time on each day as noted on the duty slip by the user. The counting of distance will be effective from the starting point of the user and closing at the point wherever the user completes his/ her travel.
3. The vehicles should be brand new or not more than one year old.
4. The contractor shall provide duly licensed and experienced drivers for operating the vehicle and pay the wages to him. The driver should not have any past criminal records.
5. Department will not bear any enroute expenditure or responsibility while in use.
6. The car should be placed duly cleaned and washed, seat covers/towels are to be changed twice in a week. The drivers should be well behaved, neatly turned out, properly shaven (or with neatly cleared beards). He should wear shoes or sandals and not chappals. He should not be intoxicated/drunk while on Duty.
7. The driver must wear a uniform which should always be clean and properly ironed.
8. The driver must be provided with a working mobile telephone connection, so that driver can be contacted by the officers, whenever required. This is essential and will not be waived off. The cost of the mobile phone as well as monthly recharge cost will be borne by the vehicle provider.
9. The vehicle should be placed daily refilled with adequate fuel.
10. Engagement of the Vehicle
  - a. Vehicles are to be provided on all working days from Monday to Sunday.
  - b. The vehicle is normally required to run within the state of Government of Andhra Pradesh and in the State of Tamil Nadu.
  - c. For detention of vehicles beyond 11.00 pm of a day, night halt charges will be paid.
  - d. For non-availability of the vehicle for day(s) of a month; penalty of Rs.500/- per day shall be imposed in addition to deduction at pro-rata basis for that day(s).
11. The vehicle should be maintained and kept in good order and necessary repairing work be carried out by the contractor at his own cost.
12. In the event of the vehicle detailed in Annexure-I come under consideration for the contract; it should be placed/provided, on demand, for inspection/test at any place fixed by the Indian Institute of Information Technology, Sri City, Chittoor before finalization of the tender.
13. Fixed lump sum charges should be quoted for the calendar month as a whole for the vehicles to be hired on a monthly basis.
14. Number of vehicles may be increased or decreased at any time by Indian Institute of Information Technology, Sri City, Chittoor and the vendor is to supply the same under the same rate, terms and conditions during the period of contract entered into.
15. Indian Institute of Information Technology, Sri City, Chittoor may discontinue engagement of vehicle(s) during the day of absence of the officer and payment for that calendar month will be made on pro-rata basis for the days of use of the vehicle(s).
16. Insolvency Act: In the event of the firm being adjusted insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise or in specified the Indian Institute of Information Technology, Sri City, Chittoor shall have power to terminate the contract without previous notice.
17. Breach of Terms & Conditions: In case of breach of any terms & conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason

therefore and nothing will be payable by this Institute in that event and the security deposit shall also stand forfeited.

18. Subletting of Work: The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Indian Institute of Information Technology, Sri City, Chittoor which he will be at liberty to refuse if he thinks fit.
19. Right to call upon Information regarding status of work: The Department will have the right to call upon information regarding status of supply at any point of time.
20. Precautionary Measures:
  - a. While observing the economy in costs in his own interest the contractor must be careful that quality and cleanliness of the work is maintained as well as time schedule prescribed etc. should not be disturbed.
  - b. The contractor must take every care to see that the work or any portion of thereof does not fall into unauthorized hands.
21. The tender is not transferable. Only one tender shall be submitted by one tenderer.
22. Terms of payment:
  - a. No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
  - b. The contractor shall submit the bill in the first week of following month in respect of previous month supported by copies of the log sheets duly signed by the Officer Incharge of Indian Institute of Information Technology, Sri City, Chittoor for sanction of the amount of bill and pass in the bill for payment.
  - c. All payments shall be made by E-Transfer only. The successful tenderer should furnish the Bank Mandatory form provided in Annexure- VIII along with the acceptance letter
  - d. The Indian Institute of Information Technology, Sri City, Chittoor shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the prescribed paragraph.
  - e. The term "Payment" mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and security Deposit governed by the separate clauses of the contract.
23. Drivers should be vaccinated with two doses of Covid-19 Vaccination. Driver(s) should provide valid vaccination certificates to the IIIT Sri City Official. Further the driver should follow the advisories issued by the Central and State Governments and requirements stipulated by the institute authorities instructions from time to time.

**SUBMISSION OF PROPOSAL**  
**SEALED COVER 1: EMD**

The following documents and information shall be submitted together with the commercial terms and conditions signed by the service provider in all the pages of the document and EMD amount in the part 1 of the bid in a sealed cover .

- i. Name of the Firm and complete address including branches, if any
- ii. The status of the Firm: Proprietor/ Partnership/ Regd. Company/ Co-operative society.

**At the top left corner of the cover mention the tender notification number, 1 bid and date of opening, with “Kind Attention Registrar I/c.”**

**SEALED COVER 2: TECHNICAL BID (refer SECTION V)**

- iii. Major clients and projects of similar nature executed in the last five (3) years (SECTION V) and performance report of contract executed (SECTION V) (minimum three to be submitted, and one should be from Government organization,)
- iv. PAN/ Income Tax details, GST registration no., financial status including Income statement, Balance sheet, and Annual turnover for the last three (3) years.
- v. Copy of ESI, EPF, GST Registration Certificate, details of Trade License or any other relevant document for the said job.
- vi. Certificate showing that the company’s annual turnover is minimum 50 lakhs.

**At the top left corner of the cover mention the tender notification number, Commercial bid and date of opening.**

**SEALED COVER 3: COMMERCIAL BID**

- i. Charges of providing Car services listed in points in the commercial terms and conditions to the institute to be quoted **on monthly basis** in the format given in **SECTION-VI**. The contractor is to quote rent per month FOR UPTO 2500 KMS and also beyond 2500 KMs, the charges for every kilometer.
- ii. The rate should explicitly indicate the amount excluding all applicable taxes and charges.
- iii. All the taxes and other charges must be quoted separately.

**At the top left corner of the ALL Covers mention the tender notification number, EMD& Document Charges Cover/ Technical Bid/ Commercial Bid and date of opening “Kind attention Registrar”.**

All the covers, cover 1, cover 2 and cover 3 shall be placed in a common cover which shall also be sealed and addressed to ‘The Director, IIIT Sri City Chittoor, Andhra Pradesh, India. Firms which do not qualify in the technical bid shall be returned with first cover and the date of opening of commercial bid shall be intimated to the only firms which qualify for this. **Tender covers should be sent by registered post only.**

The price should not be revealed in the technical bid. If it is revealed, the bid will be rejected. If the EMD charges and tender cost have not been enclosed, the technical bid will not be opened.

**At the top left corner of the main cover, mention the tender notification number and “Kind attention: Registrar”**

**SECTION – V**

**TECHNICAL BID**

**Subject: Notice inviting Tender for supply of vehicle on rental basis for a period of Two years.**

1. Name and Address of the Tenderer/Concern:

2. Nature of the Concern:

(i.e., sole proprietor or partnership firm or a company or a Government Department or a Public sector organization)

3. Details of NEFT/RTGS submitted towards EMD:

4. Details of vehicles offered:

Kind of Vehicle	Model No	Type of fuel used

Dated at

(Dated signature of Tenderer with stamp of firm)

**DETAILS OF ALL CONTRACT COMPLETED DURING THE LAST THREE YEARS**

S.No	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of Commencement as per contract	Period of contract	Litigation Arbitration pending/ in progress with details	Name, Address & Tele No. of officer to whom reference may be made	Remarks

**CONTRACTS UNDER EXECUTION OR AWARDED\***

S.No	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of Commencement as per contract	Period of contract	Name, Address & Tele No. of officer to whom reference may be made	Remarks

\* The contract details should be supported by necessary proof like work order. They should submit the performance certificate (as in Annexure III) from clients whose reference has been made by the supplier otherwise the bid will be rejected.

Signature with seal

Date: (senior level officer of the service provider with complete contact details)



**Performance Report of contract**

(Furnish this information for each individual contract in the following format from the employer in their letter head, for whom the contract was executed - minimum three be submitted, and one should be from Government organization)

- 1. Name of the contract and location :
- 2. Agreement Number :
- 3. Annual value of the contract :
- 4. Date of start and completion :
- 5. Performance report
  - i. Quality of Car service : Excellent/Very good/Good/Fair
  - ii. Quality of Car equipment : Excellent/Very good/Good/Fair
  - iii. Resourcefulness : Excellent/Very good/Good/Fair
- 6. Any penalty imposed for bad performance :
- 7. Any litigation pending :

Date:

Signature with seal  
(Senior level officer of the client with complete contact details)

## SECTION-VI

### **A) FINANCIAL BID/PRICE BID/COMMERCIAL BID**

Subject: Notice inviting Tender for supply of vehicle on rental basis for a period of one year

1. Price quoted for the work is inclusive of fuel charges, driver wages and all kinds of incidental charges and all taxes.

2. Details of rate offered (in rupees):

Particulars	Fixed rate per Vehicle (in Rs in Figure and Words) per Month for Average running of 2500 Kms & 12 Hrs duty per Day (inclusive of All charges Mentioned in Section-II)	Rate per vehicle (in Rs in figure and words) per hour for duty performed beyond 12 Hrs per day	Outstation Night halt charges per vehicle	Fixed rate per Vehicle (in Rs in Figure and Words) per Month for Average running of 2500 Kms & 24 Hrs duty (24x7) per Day (inclusive of All charges Mentioned in Section-II)*	Rate per vehicle (in Rs in figure and words) per km for mileage exceeding 2500km per month (inclusive of all incidental charges mentioned in Section-II)
White Toyota Etios (AC) (Petrol/Diesel driven) (2019 model or later model only)					
White Toyota Innova (AC) (Petrol/Diesel driven) (2019 model or later model only)					

\*Out station night halt charges per day is not applicable for 24 x 7 vehicle

The successful bidder is a bidder who quoted lowest fixed rate per vehicle.

### **B) FINANCIAL BID/PRICE BID/COMMERCIAL BID for Driver through outsourcing**

Sl.No.	Description	Monthly Wages per person in Rs
1	Basic Minimum Wages including VDA per person (As per Government of Andhra Pradesh)	
2	ESI	
3	EPF	
4	EDLI	
5	A. Gross wages per head	
6	B. Profit/Service Charges per head per Month (in terms of fixed amount and not in terms of %)	
7	Total Monthly Cost per Head(A+B) excluding GST	

Note:

1. Indian Institute of Information Technology, Sri City, Chittoor has the sole right to engage vehicles for required hours a day as well as for required days of week. No additional terms & condition regarding engagement of vehicles for specific hours a day and/or specific days of a week will be entertained.
2. No columns of the Technical Bid be kept blank in case of no bid to offer, the earmarked space should be filled in by "NIL" remark otherwise the bid will be rejected.

Dated.....at .....

(Dated signature of Tenderer with Stamp of Firm)

**Annexure I**

**DECLARATION**

"I / We hereby declare that I/We have carefully gone through the terms & conditions of tender notice No. \_\_\_\_\_ in detail and agree to the rates submitted by me/us in the Rate Sheet and I/We agree in full".

"I / We Declare that I/We will be supplying the following taxi or a taxi of same make, colour and same & latest model.

- 1. Model of Vehicle :
- 2. Registration number :
- 3. Year of Manufacture :

"I also declare that the other vehicle of required make, and model and color shall also be supplied by me"

- 1) Signature of the Party :
- Full Name in Block Letters :
- Capacity in which the Tender is signed :
- 2) Full Address:

Telephone Number: Office : Res. :

Dated.....at ..... (Dated signature of Tenderer with Stamp of Firm)

**Annexure II**

**BIO DATA OF THE BIDDER**

1) Name & Address of Firm/Party :

Telephone Number

(O) :

(R) :

(Mobile) :

2) Whether it is Proprietorship or Partnership :

3) Full Name(s) of Proprietor or Partners :

(Attested copies of partnership deed should invariably be attached along with Authorizations)

4) Permanent Account Number (Income Tax) :

5) Service Tax Registration Number of the Firm/Party :

Dated.....at .....

(Dated signature of Tenderer with Stamp of Firm)

**Annexure III**

**DECLARATION REGARDING NEAREST RELATIVES WORKING IN INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, SRI CITY, CHITTOOR (To be executed & attested. by Public Notary/Executive Magistrate on Rs.100/- stamp paper by the bidder)**

I/ We declare:

1. That I or any of my partners am/is neither working in any capacity in anywhere in the IIIT Sri City, nor am/is removed/ dismissed from service of IIIT Sri City
2. That none of my near relatives are working in any capacity in IIIT Sri City nor am/is removed/ dismissed from service of IIIT Sri City. Or

The details of my near relatives working in IIIT Sri City are as under:

S.No	Name and Address	Capacity in which working	Department in which working

3. That in case of change of partners or change in constitution of the firm, I shall abide by the conditions of the contract and shall bring any change to the knowledge of the Indian Institute of Information Technology, Sri City, Chittoor immediately.
4. i) That I /We shall intimate the names of persons working in Indian Institute of Information Technology, Sri City, Chittoor related to our employees who are working with me /us in any capacity or are subsequently employed by me/us.  
ii) That none of my employees is a removed/dismissed employee of either any unit of Indian Institute of Information Technology, Sri City, Chittoor.
5. That I/ We am/are aware that any breach of the condition would render the contract liable for termination along with cancellation of any other existing contracts and forfeiting of my/our Earnest Money Deposit /Security deposit held by Indian Institute of Information Technology, Sri City, Chittoor.
6. If at any time, it is found that the information given in the above appendix is Incorrect/incomplete, the contract is liable to be terminated without assigning any reason and the SD shall be forfeited and legal actions shall be initiated without any prejudice i.e. to the rights of the Indian Institute of Information Technology, Sri City, Chittoor to debar the firm from entering into future contracts.

Place:

Signature:

Date:

Name:

(Capacity in which he is signing)-----

NOTE: The term "relatives" means wife/husband/parents and grandparents/children/ grandchildren / brothers/ sister /uncles/aunts/cousins and their corresponding in- laws.

**Annexure IV**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

(To reach Indian Institute of Information Technology, Sri City, Chittoor on or before date of bid opening)

To  
The Director

Sub: Authorization for attending bid opening on \_\_\_\_\_ (date) in the tender of \_\_\_\_\_  
\_\_\_\_\_

Following person is authorized to attend the bid opening for the tender mentioned above on behalf of  
\_\_\_\_\_ (Bidder)

Name of the Representative Specimen Signature

1.

Dated.....at .....

(Dated signature of Tenderer with Stamp of Firm)

## Annexure V

### PROFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of Indian Institute of Information Technology, Sri City, Chittoor (hereinafter called IIIT Sri City) having agreed to exempt \_\_\_\_\_ (hereinafter called the said Service Provider(s) from the demand of security deposit/earnest money of Rs\_\_\_\_/- on production of Bank Guarantee for Rs\_\_\_\_/- for the due fulfillment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for the hiring of \_\_\_\_\_ we, (name of the bank) (hereinafter referred to as "the bank") at the request of \_\_\_\_\_ service providers do hereby undertake to pay to Indian Institute of Information Technology, Sri City, Chittoor, an amount of not exceeding, against any loss or damage caused to or suffered or would be caused to or suffered by the Indian Institute of Information Technology, Sri City, Chittoor, by reason of any breach by the said service providers of any terms & conditions contained in the said agreement.
2. We (name of the bank) \_\_\_\_\_do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the IIIT Sri City Chittoor stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the IIIT Sri City Chittoor, reason of breach by the said service providers of any of the terms & conditions contained in the said agreement or by reason of the service providers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the IIIT Sri City Chittoor in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs \_\_\_\_\_/-.
3. We undertake to pay to the IIIT Sri City Chittoor, any money so demanded notwithstanding any disputes raised by the service provider(s)/suppliers in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s) /supplier(s) shall have no claims against us for making such payment.
4. We (name of the bank) \_\_\_\_\_ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of one year from date herein and further agree to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the IIIT Sri City Chittoor under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till IIIT Sri City Chittoor certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said service provider(s) and accordingly discharges this guarantee.
5. We (name of the bank) \_\_\_\_\_further agree with the IIIT Sri City Chittoor that the IIIT Sri City Chittoor shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & 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 to time any of the powers exercisable by the IIIT Sri City Chittoor, against the said service provider(s) and to forbear or enforce any of the terms & 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 service provider(s) or for any forbearance, and or any omission on the part of IIIT Sri City Chittoor, or any indulgence by the IIIT Sri City Chittoor, to the said service provider(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 service provider(s) /supplier(s).
7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the IIIT Sri City Chittoor.

Dated:

For

(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.



**Annexure VI**

**DECLARATION**

I / We declare that:- Proprietor/ Partner(s)/ Director(s) of M/S. \_\_\_\_\_  
hereby declare that I / We has/have not been tampered the tender document vide

Tender No : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Name & address of the firm:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated.....at .....

(Dated signature of Tenderer with Stamp of Firm)

**ANNEXURE-VII**

**DECLARATION REGARDING BLACKLISTING/DEBARRING FROM TAKING PART IN GOVT.TENDER BY IIIT SRI CITY CHITTOOR /GOVT. DEPT**

(To be executed & attested by Public Notary/Executive Magistrate on Rs.100/- Stamp paper by the bidder)

I / We Proprietor / Partner(s) / Director(s) of M/s. \_\_\_\_\_ hereby declare that the firm/company namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by IIIT Sri City Chittoor or by any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. \_\_\_\_\_ hereby declare that the firm/company namely M/S \_\_\_\_\_ was blacklisted or debarred by IIIT Sri City Chittoor for taking part in Government tenders for a period of \_\_\_\_ years w.e.f. \_\_\_\_ and period is over on \_\_\_\_ Now the firm / company is entitled to take part in Government tenders.

In case the above information is found false I/We are fully aware that the tender/ contract will be rejected/cancelled by IIIT Sri City Chittoor, and EMD/SD shall be forfeited. In addition to the above IIIT Sri City Chittoor will not be responsible to pay the bills for any completed /partially completed work.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Capacity in which assigned : \_\_\_\_\_

Name & address of the firm : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Seal of the firm should be affixed.**

Date: Signature of Bidder with seal.

**Annexure – VIII**

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date:

To  
The Registrar I/c.  
IIIT Sri City Chittoor-517 646.

Sub: Authorization for release of payment / dues from IIIT Sri City Chittoor through Electronic Fund Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party :

City :

Pin Code :

E-Mail ID :

Mobile No :

Permanent Account Number :

3. Particulars of Bank

Bank Name :

Branch Name :

Branch Place :

Branch City :

PIN Code :

Branch Code :

MICR No :

(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)

IFS Code :

(11 digit alpha numeric code)

Account Type : Savings/ Current

Account Number :

## ANNEXURE-IX

### **Agreement for the service provided to IIIT Sri City Chittoor:**

WHEREAS \_\_\_\_\_ Proprietor of \_\_\_\_\_ hereinafter referred to as the Service Provider(SP) have submitted the tender to the IIIT Sri City Chittoor, hereinafter referred as the Institute, providing the services to the IIIT Sri City Chittoor, for a period of \_\_\_\_\_ months/years commencing from \_\_\_\_\_ 2022.

WHEREAS the IIIT Sri City, Chittoor has agreed to grant the agreement to foresaid as per the contract No. \_\_\_\_\_ dated \_\_\_\_\_ And WHEREAS the service provider and the Institute have agreed to execute this agreement.

We agree that:

- i. We will be providing services to the Institute for a period of two years with effect from \_\_\_\_\_, on terms and conditions stated herein.
- ii. The service provider will deposit 10% of the total contract value as Security Deposit to the Institute which is refundable on termination of the agreement free of interest after recovery of all dues payable by the service provider to the Institute. This security deposit has been deposited to the Institute vide receipt no \_\_\_\_\_ dated \_\_\_\_\_
- iii. The service provider will quote the charges of providing car service to the Institute of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) only per month if bill and relevant documents are in order, which will be paid by the Institute before 21st day of the following month.
- iv. The service provider shall enclose (Vehicle license, permit) IT and GST registration certificates before signing the agreement.
- v. The car service rendered to the institute by the service provider shall remain functional round the clock on all seven days of the week
- vi. The service provider will provide the car services as stipulated in the Tender Document. The rates of the foresaid items are applicable during the entire contract period commencing from \_\_\_\_\_. If the contract period is extended beyond initial one/ two years for any reason whatsoever, the service provider will provide the service of advanced life saving car at rate mutually agreed upon for the service, which will not be more than 10% of the original contract amount.
- vii. The behavior of the service provider and its personnel will be polite and exemplary towards the patients and members of the Institute. The service provider and its men will not indulge in any kind of immoral activity directly or indirectly, and defaulters will attract penalty as recommended by the enquiry committee constituted by the Director in every such occasion, which may lead to the termination of the contract.
- viii. The service provider will not put hindrance to the Director in any point of time and the service provider shall undertake to implement their direction within the ambit of the Tender Document and this agreement.
- ix. Service provider undertakes to maintain the good, clean and hygienic condition of the Car and its parking space and disposes of all the refuses at marked location only at his own cost. The service provider will be responsible for safety, security of all equipment of the Car.
- x. The Institute shall have the power to extend the agreement period for twelve months based on satisfactory services rendered by the service provider and on such occasion, the Institute will agree to increase the rate mutually agreed upon for the service, which will not be more than 10% of the original contract amount. The extension, however, cannot be a right of the service provider and should be under the sole discretion of the Institute.
- xi. The service provider will be subjected to the same discipline as is applicable to the residents of the Institute Campus.
- xii. The service provider will abide by any other terms and conditions which the Institute and/ or Director of Institute on its behalf may impose from time to time.
- xiii. In the event of violation of the conditions of this agreement, the service provider will vacate the premises forthwith and the service provider will not have any claim in respect of the unexpired period of the agreement and security deposit.

- xiv. In the event of death of service provider the agreement will stand automatically terminated with immediate effect.
- xv. On expiry of the period of the agreement, the service provider will vacate the Institute premises within 24 hours of expiry of the agreement period.
- xvi. In the matter of any interpretation and/or dispute in respect of this agreement the decision of the Director will be final and will be binding on the service provider.
- xvii. In regard to extension of time of the agreement the Institute will have sole discretionary power.
- xviii. Under normal situations ninety (90) days notice period is to be served by the service provider for the termination of contract. However, the Institute reserves the right to terminate the agreement with thirty (30) days notice period without assigning any reason to the service provider as when it deems fit.
- xix. The Tender Document is a part of this agreement.
- xx. All the disputes will be settled within the Jurisdiction of Honorable Chittoor court and Andhra Pradesh High Court.
- xxi. In case the service provider is not able to provide the car for a particular day, a penalty Rupees.200/- (Rupees Two Hundred Only) shall be deducted from that monthly contract amount.
- xxii. The tender should have GST Registration number as the service provider and should attach a photocopy of the same.
- xxiii. The technical bid should contain self-attested photocopies of documents showing experience in supplying vehicles to Govt. / Public undertakings.
- xxiv. The supplier should have sufficient number of vehicles for hiring so as to handle any emergency.
- xxv. We agree that the Institute has full authority to terminate the contract if the advanced life saving car services provided by us is not satisfactory.

IN WITNESS WHEREOF BOTH THE PARTIES set their respective hands in presence of the witness on the date, month and year as given above.

Place: Indian Institute of Information Technology Sri City Chittoor

Director  
IIIT Sri City Chittoor

Signature of Service Provider

Witness:

Witness:

1.

1.

2.

2.

3.

3.

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Indian institute of Information Technology Sri City Chittoor responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT Transfer.

Place:

Date:

Signature & Seal of the Authorized Signatory of the Party  
Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date:

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

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## **NOTE: Corrigendum / Addendum / Amendments**

- **Clarification, etc., if any shall be hosted in IIT Sri City website [www.iiits.ac.in](http://www.iiits.ac.in)**
- **Interested bidders / Agencies are advised to visit IIT Sri City Website <https://www.iiits.ac.in/> regularly, as no separate information/advertisement shall be published in the newspaper in this regard including any postponement of tender opening date.**

**\* End of Document \***  
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