

INDIAN INSTITUTE OF TECHNOLOGY JAMMU
JAGTI NH-44, NAGROTA, JAMMU (J&K)-181221
IIT Jammu WEBSITE: www.iitjammu.ac.in

Tender Ref: IITJMU/S&P/LMV/2017-18/109

Date : 07 Nov 2017

HIRING/LEASING OF LIGHT MOTOR VEHICLE

TENDER NOTICE

Sealed tenders are invited from the agencies/individuals providing services of registered taxi or public transport vehicle with drivers on hire on monthly basis in sealed envelope by the Indian Institute of Technology Jammu, for hiring/leasing of the vehicles as per the requirement mentioned below:

Sl.No.	Category	Number of Vehicle	Remarks
01	Innova AC Car type vehicles	02 (Two)	2500 kms and 300 Hrs per month for 26 days per month

The prescribed tender documents with the Terms and Conditions can be downloaded from the website of Institute: www.iitjammu.ac.in

The interested agencies/ vehicle providers who comply with the following technical conditions and are also willing to comply with the other terms and conditions annexed to this notice should submit Separate sealed Technical bid (Annexure-A) and Financial bid (Annexure-B) kept in a single sealed envelope and super-scribed with "TENDER FOR HIRING/LEASING OF VEHICLES", addressed to the Registrar, Indian Institute of Technology Jammu. **Last date for submission of tenders is 26.11.2017 up to 1600 Hrs. Tenders will be opened on 27.11.2017 at 1500 Hrs. Validity of Tender is for 90 days.**

The documents received after due date & time due to any reason including postal delay etc. shall not be accepted.

A. TECHNICAL:

1. The bidder should have the PAN No. and should attach a photocopy of the same.
2. The bidder should have experience in supplying vehicles to the Govt. Department/PSUs for which he should submit the name(s) of Organization(s) to whom service(s) are being provided, and number of vehicles so provided to each organization(s)
3. The bidder should have the GST Registration number and should attach photocopy of the same.

4. The vehicle should not be older than 2015 model and it should be in good working conditions for which the tenderer should submit the details of the vehicles giving make/type of vehicle, model/year of manufacture and the Registration Number (proper category- wise, as required in the above mentioned table) .

B. COMMERCIAL:

1. Monthly charges / Rates for providing vehicle to be used with Driver should be clearly mentioned for 2500 kms and 300 Hrs per month for 26 days per month for 10 hours between 0600 to 2200 hrs. One vehicle should be available 24x7 days.
2. The bidder shall quote their rate exclusive of GST, which will be paid extra on actual basis, based on documentary evidence about payment of GST by the successful bidder.
3. The commercial bids of only those bidders who qualify the Technical conditions will be considered.

C. BID SECURITY:

The Bidder is required to submit a demand draft of Rs. 20,000/- (Rupees twenty thousand only) drawn in favour of “Indian Institute of technology Jammu” payable at Jammu.

The tenders will be opened on 27.11.2017 at 15.00 Hrs. in the presence of a tender committee and in the presence of the parties or their authorized representatives, if any, who wish to be present during the opening of the tenders, in office of Indian Institute of Technology Jammu, Paloura, Jammu.

The Institute reserves the right to accept or reject any or all tenders without assigning any reason.

Encl- As above.

Registrar

CONDITIONS OF THE TENDER NOTICE

- 1. Performance Security** :- The successful bidder will be wholly and solely responsible for any damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, **the successful bidder will deposit Rs. 50,000/- (Rs. Fifty Thousand Only)** as performance security in the shape of Bank Guarantee issued by a Nationalized Bank only drawn in favour of the Registrar, Indian Institute of Technology Jammu.
- 2. Contract Period** :- The validity of the contract is for one year from the date of awarding the contract. However, in case the quality of service by the contracted agency is found unsatisfactory, the competent Authority may terminate the contract agreement after giving 30 days notice.
3. The order for providing vehicle on monthly basis will be given to the agency which has quoted the lowest rate(s) while meeting all the terms and conditions given in the tender document.
4. The billing should be done on monthly basis and it should be in duplicate, supported by copy of log book during the 1st week of every subsequent month for payment.
5. The Vehicles should be registered as a taxi or public transport vehicle and eligible to ply also in J&K State. It should be properly and comprehensively insured and should carry necessary permits / clearance from the Transport Authority or any other concerned authority including pollution certificate.
6. The bidders must ensure that the drivers employed have valid driving license and clean driving record. The firm would ensure that the drivers employed should carry a mobile phone and should be free from vices. The driver so employed should have a minimum experience of 3 years. The drivers should be paid wages not below the market rate/minimum wages.
7. The driver should be well conversant with roads and routes. The operation and functions of the Driver shall be governed as per Motor Vehicle Act and Rules.
8. The agency / firm should have working telephones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed, should wear proper uniform & must carry a mobile phone which should be in working condition on 24 x 7 basis. No separate payment shall be made by this office towards any costs incurred on the maintenance of the mobile service by the driver.

9. The normal working time will be from around 7.00 a.m. to around 9.00 p.m. However, occasionally the vehicle may have to report earlier or may be relieved after working time, for which no extra charge will be paid.
10. The driver should always remain with the vehicle during entire period of duty. In case of any urgency the driver may seek permission of the office.
11. Once the hiring/leasing of vehicles commences from a particular operator, the vehicles and the drivers should not be changed unless requested by this office.
12. The vehicle may be required on all days including Saturday, Sunday and public holidays.
13. The agency shall provide name's & addresses of the driver and police verification report along with their driving license number and copies thereof while submitting acceptance of offer.
14. The Institute shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the bidder.
15. The agency shall ensure that speedometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance traveled. LPG Cylinders should not be used for running the vehicles in any case.
16. The authorized officer from the office of the Institute may get surprise checks of speedometer of the car supplied from any authorized workshop and cost thereof will be borne by the agency.
17. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
18. In case vehicle does not report within the reasonable time or does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor.
19. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Institute, proportionate contract charges are liable to be deducted from the contract charges payable.
20. The successful bidder has to park the vehicle after use at his own risk.
21. The calculation of mileage shall be from the reporting point to the relieving point.
22. A daily record indicating time and mileage of the vehicle shall be maintained in a log book and log book shall be submitted to the concerned vehicle incharge in the office of the Institute regularly for scrutiny.
23. The bidder should give an undertaking(Annexure-C) that he or his firm has not been blacklisted by any of the Organization / Government Department as on the Date of submission of the bid.
24. The bidder shall also certify that he has read and understood the terms and conditions of the tender. He should sign the terms and conditions. The tenderer, who are not accompanied with the requisite documents, shall be out rightly rejected.

25. The contract will be for a period of one year from the date of signing of the contract.
26. The Institute will have the sole discretion to extend the period of contract beyond one year or terminate the contract prematurely in case of unsatisfactory service.
27. If the vehicle does not report for duty on any day(s) then an amount Rs. 1500/- (Rs. One Thousand Five Hundred only) per day of non-reporting shall be deducted from the monthly bill of the vehicle. In addition, a penalty of Rs. 1000/- (Rs. One Thousand only) per day may be levied if the vehicle / agency fails to meet above terms and conditions on any day.
28. Any matter during the period of the agreement, which has not been specifically covered shall be decided by the Institute and the decision shall be final and binding on the vehicle provider.
29. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this office.
30. In case of any dispute of any kind and in any respect, whatsoever, the decision of the Institute shall be final and binding.

(Technical bid for the Vehicle for Kms)

1.	Name of bidder:		
2.	Address:		
3.	Mobile no. Of Bidder;		
4.	PAN No. (enclose self attested copy of proof)		
5.	GST Registration no. (enclose self attested copy of proof):		
6	Name of the Vehicle:		
7	Details of the Earnest Money:-		
	(i) Name of the Bank:		
	(ii) B.D.No. & Date		
	(iii) Amount		
	(iv) In case of Exemption (supporting documents enclosed):		
8.	Whether providing new vehicle (Write YES or NO)		
9	Model and year of manufacture of Vehicle	Vehicle model	Year of manufacture
10.	RC Book No. for each vehicle (enclose self attested copy of proof)		
11.	Kms run by the vehicle upto date of filing of tender		
12.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)		
13	Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order.		

It is certified that all terms and conditions stipulated in the tender document are acceptable.

Date:
of bidder with seal

Name and Signature

(Financial bid for the vehicle)

1. Name of Bidder :

2. Address:

3. Telephone / Mobile No.:

4. Rates:

Duty hour	2500 kms and 300 Hrs per month for 26 days per month	Rate per km Beyond 2500 kms	Total
	(1)	(2)	
0600-1800 hrs	(i) Base Price= (ii) GST =		
24x7	(i) Base Price= (ii) GST		
*Rates for additional vehicle on daily basis			
*Rates for 13-15 seat vehicle on daily basis			
*40 Seat bus on daily basis			

*Optional (it will not be considered for the purpose of financial comparison)

Date:

Name and Designation

Signature alongwith stamp

The notary (public)

Civil Court,

I..... aged about , son of
..... resident of Moh/village..... P.S.
..... Distt..... do hereby solemnly affirm state as
follows:

1. That I am the proprietor of M/s
2. That my Agency / firm / Central or State Government / Central or State government undertakings has been allowed to participate in the tender dated..... of Indian Institute of Technology Jammu.
3. That, I have neither been convicted nor any cognizance has been taken against by any Court of Law till date.
4. That my Agency / firm / Central or State Government / Central or State government undertakings has not been blacklisted from any Central / State Government Department and Central or State government undertakings.

The above statement is true to the best of knowledge and belief.

Witness

1.

Deponent

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