



**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,
DELHI (IIIT-DELHI)**

Okhla Industrial Estate, Phase III New Delhi 110020
(Tel No 011-26907400, Website: www.iiitd.ac.in)

NOTICE INVITING TENDER FOR PROVIDING FULLTIME STAFF CAR SERVICES

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

IIIT-Delhi invites sealed Bid from reputed agencies / companies in two bid system (Technical Bid and Financial Bid separately) located in New Delhi/Delhi, for **Providing Full Time Staff Car Services at IIIT Delhi** as per details below:

All amendments/information with respect to this Tender will be unloaded on the Website <https://www.iiitd.ac.in/tenders> and All Tenderers are, therefore, advised to visit the website regularly for updates.

Bid Schedule

Tender No	02/2021
Date of Start and downloading the tender	25 th Jan 2021
Last date and time for submission of tender	15 th Feb 2021 at 1500 Hrs. (tender deposit in the Tender Box kept in 2 nd Floor of Old Academic Block of the Institute)
Date and time of bid opening of Technical Bids	15 th Feb 2021 at 1530 Hrs
Date and Time of the opening of Financial Bids	will be notified to the technically qualified tenderers
Address for communication & submission of tender documents and opening of technical bid	Registrar, IIIT-DELHI, Okhla Industrial Estate, Phase III New Delhi 110020
Earnest Money Deposit:	Exempted. Bid Security Declaration to be submitted as per Annexure-XX
Contact No & Email ID	01126907563/65 & admin-project@iiitd.ac.in

Note: This tender document contains 12 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.

Scope of Work -

The Institute has a requirement to hire a full time 24x7 staff car for use by the Institute.

- a) The separate ‘**Technical Bid**’ and ‘**Financial Bid**’ in the enclosed format in the different sealed envelopes should be kept together in a single sealed envelope and super-scribed with “**Providing Full time Staff Car Services at IIIT Delhi**”.

- b) The Vehicle is to be hired on monthly basis and will be required to be parked inside the IIIT-Delhi Campus, Okhla Phase-III, New Delhi-110020 campus.
- c) The vehicle supplied to IIIT-DELHI shall fully comply with vehicle registration fitness insurance requirements in the State of Delhi, as per provisions of the Motor Vehicles Act, 1988 and latest updated rules made there under including other instructions/requirements issued/specified from time to time.
- d) **The vehicle to be hired will be a brand new 7/8 Seater vehicle (purchased in Dec 2020 - Jan 2021).** The contractor would ensure regular maintenance and upkeep, servicing and all requisite preventive and breakdown maintenance for ensuring perfect road worthiness of the vehicle for smooth running of the vehicles throughout the contract.
- e) The driver/ staff deployed by the Contractor for driving the vehicle should hold valid commercial driving license and be fit physically and mentally. Medical Fitness certificate for such staff appointed pursuant to this Tender should be provided at the time of award of tender. The driver provided should have at least 5 years of driving experience. No case/litigation for rash/drunken or other offence should be pending against the driver. The contractor must ensure that all necessary documents/ requirements in vehicle as per applicable rules must be available with the vehicle/driver deployed for duty viz PUC, Registration Certificate, Insurance papers, fuel sticker HSRP Fast Tag etc. as required.
- f) The vehicle shall be capable of being driven by the IIITD officials with or without its driver within Delhi NCR or even outside as per requirements. Necessary insurance coverage for the vehicle and driver / passengers, comprehensively must be available to enable same. There will not be any limitation of minimum or maximum running kms of vehicle on day to day basis or on Sundays or Holidays. **It may also be noted that during the hours when driver is off duty or not available, the Institute's staff may self-drive the car and suitable provisions may be made in the insurance to cover this aspect.**
- g) The firms /agencies should have sufficient drivers and vehicle so as to offer prompt and smooth service. They should supply equivalent /similar capacity vehicle with driver on odd/even days to ensure uninterrupted services or any other day when either vehicle /driver are unavailable due to any reason whatsoever.
- h) The vehicles shall be fitted/provided with accessories/utilities viz New clean seat covers, High Quality radio music system, air purifier, reading lamp, tissue paper box, car perfume, seatbelts, safety airbags, fire extinguisher, first-aid kit, umbrella in monsoons, tools/spares etc.
- i) The billing shall be monthly basis with the excess /savings in the run hours over and above the

contracted hours shall be adjusted on quarterly basis during the contract period.

- j) All-inclusive rate quoted in the tender document/ negotiated will remain same throughout the contract period and is not subject to change under any circumstances. No variation in rates shall be permitted. GST to be indicated separately if applicable.
- k) The Contractor shall obtain adequate comprehensive insurance cover for the vehicle, his staff/driver and all bonafide passengers of the vehicle supplied pursuant to this tender. A copy of the insurance certificate will be provided to the institute further, the contractor shall be responsible for all injuries and accidents to such staff and bonafide passengers including such injuries and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the Contractor's obligations pursuant to this tender. Further any cost of injury to the occupant of the vehicle/ third party shall be on the vehicle provider.
- l) The contractor shall be responsible for the good conduct and behavior of his employee. If any of the Contractor's Employees is found misbehaving with the staff, faculty, student or outsourced staff, the Contractor shall, on receipt of instructions from the Registrar, IIIT-DELHI or any other Officer designated by the Registrar, IIIT-DELHI in this regard, replace such contractor Employee, at the Contractor's risk and responsibility. A declaration from the Contractor on their letter head stating that their drivers provided are Good Character, have police verification, have valid Driving License and are aware of Delhi NCR roads will have to be submitted before award. Necessary summer /winter uniforms for the drivers shall be part of the Contractors responsibility.
- m) The Contractor shall issue necessary instruction to his staff to act upon the instruction given by the Supervisory-Staff of IIIT-DELHI. He should have sufficient nos. of phones and provide smart cell phone duly activated for smooth connectivity and on road navigation etc.
- n) The Contractor shall ensure proper and reasonable precautions during performance of their obligations and in the event of any loss being caused to IIIT Delhi on account of negligence/derelection of duties or performance of their obligations by the Contractor or the Contractor's staff, the Contractor shall be liable to indemnify IIIT-DELHI for such loss, out of the Contractor's insurance cover or otherwise, such loss being quantified after an inquiry comprising of the representative of IIIT Delhi and the Contractor.
- o) The Contractor shall not appoint any sub-contractor/sub-let to carry out any obligations under the contract.
- p) If the Contractor fails to perform its obligations on any day, IIIT Delhi may, without prejudice to its other rights and remedies, levy a charge of Rs. 2000/- for each day or part thereof. In case of non-operation of services due to Covid like lockdown situations reduction of fuel expenses on

average basis for previous three months.would be effected from bills of such period.

- q) Documentary proof for formation / constitution of the tenderer's firm with name, address, PAN, GST registration, telephone no., fax no., Email ID and communication address must be furnished. Must preferably have office/stand nearby within 5 km radius in Delhi NCR.
- r) Contractor shall abide by all applicable laws including labour and welfare Laws (ESI, PF, BONUS, Income Tax, Service Tax or any other extra taxes levied by the Government) the companies Act, etc. and shall adopt all required, Welfare measures for the Contractor Employees and discharge all other obligations concerning thereto. The Contractor shall furnish adequate proof to IIIT-DELHI in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Contractor, and IIIT-DELHI shall not be held liable for such responsibilities/ obligations in any manner what-so-ever.
- s) The Contractor's staff proposed to be employed by the Contractor for performance of obligations as envisaged hereunder shall be subject to screening by IIIT-DELHI, to ascertain their antecedents, suitability and skills. Before deploying any Contractor Employee in IIIT-DELHI the contractor shall furnish complete particulars and obtain written approval of the designated officer of IIIT-DELHI. The IIIT-DELHI reserves the right to interview the Contractor Employee(s), if considered necessary by it, before giving such approval. IIIT-DELHI reserves the right to ask and require the contractor to remove any Contractor Employee deployed by the Contractor, without assigning any reason/notice therefore. The driver should have police verification, should be provided with uniform, should be punctual conversant with rules and maintain log book /necessary entries as called for and will not leave without permission.
- t) The Contractor's Employee shall be trained and educated. The Contractor shall also undertake at his own expense in consultation with IIIT-DELHI, a continuous updating of skills and procedure to be followed by the Contractor Employee provided to IIIT-DELHI by organizing suitable training schedules for them. The duration of the contract shall be one year which may be extended up to three years based on performance and requirements. However, the contract can also be terminated by giving a written notice of 30 days by either side.
- u) The contractor shall indemnify IIIT-DELHI and keep IIIT-DELHI indemnified against all losses, claims or demands arising out of or due to any acts or things done or purported to be done by the Contractor or the Contractor employees including but not limited to any claim for employment by the Contractor's Employee.
- v) Contract can be terminated without any notice in case of violation of any clause of the contract agreement such as failure to provide required vehicle, poor quality of vehicles, inadequate or

untrained manpower provided or any other violation, wages not paid to the workers or paid less than minimum wages applicable under the Act. In case the contractor wants to discontinue the work he will have to serve two months' clear notice to the Employer (IIIT-DELHI) for termination of the contract.

- w) Disputes if any will be referred to the Registrar of the Institute whose decision will be final and binding on both parties. Any legal disputes will be subject to jurisdiction of Delhi Courts.
- x) Contractor will ensure that all protocols, precautions and guidelines for maintaining health sanitization and hygiene conditions in the vehicles/driver/s, as issued by the Govt and Institute authorities to prevent spread of Covid19/SARS Cov2 /any other virus/pandemic are followed without fail at its own cost.

Technical Bid :

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

Award of Work:

Those who meet the technical criteria as above will be considered for opening of financial bid. The agency quoting the lowest rate shall be considered for award of work. IIIT, Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

The work shall be awarded for initial period of **minimum one year extendable by another two years.**

Financial Bid

Interested agencies may submit financial bid as per enclosed format ([Annexure-“B”](#)), duly authenticated and stamped. Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in any way. The rates will remain unchanged during the period of contract. Conditional tenders are liable to be rejected.

Performance Guarantee- The contractor, for due and faithful performance of the Contract, shall obtain and submit to the Owner such **security of 3% of the Contract Value** within 7 days after the receipt of the Letter of Acceptance, in the form of BG Performa as appendix to tender from a scheduled Bank /FD providing such security shall be subject to the approval of the Owner. The cost of complying with the requirement of this Clause shall be borne by the Contractor.

Period of Validity of performance Bond

The performance bond shall be valid till the contract period plus three months. This security shall be returned to the contractor within 14 days of the completion of the said period.

Claim under Performance Security

Prior to **making** a claim under the performance security the Owner shall, in every case, notify the Contractor stating the nature of the default in respect of which the claim is to be made.

Payment Terms Monthly bill by the 7th day of next month shall be raised for as per the agreed rates plus GST, as applicable. Payment shall be released within 15 days of raising bill. Extra kms /hours bills will be raised monthly and will be settled on quarterly basis separately.

How to submit

The Tenders are invited on Two Bid System i.e. Technical Bid **with Bid Security** Declaration and Financial Bid. The Bidder/Tenderer is required to put Technical Bid in sealed Envelope No. A along with documents and Financial Bid in sealed Envelope No. B. Technical Bid and Financial Bid should be clearly superscribed on the respective envelopes. The Bidder/Tenderer is required to clearly indicate on these sealed envelopes their name, address and contact details.

Both the sealed envelopes i.e. **Envelope No. A “Technical Bid” with Bid Security** Declaration and **Envelope No. B “Financial Bid”** should be kept in a big **Envelope No. C**. This sealed envelope superscribed as **“Providing Full time Taxi Services”** addressed to **Registrar, IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020**, shall be deposited in the Tender Box placed at Second Floor, Old Academic Block IIITD, New Delhi, **on or before 15th Feb 2021 at 1530 Hrs.**

Unsealed tenders will not be accepted. The tender received in any manner other than prescribed above shall be summarily rejected. Any tender received after the scheduled date and time shall not be considered. The Company will not accept any responsibility for the tender lost in transit or delivered elsewhere.

At first instance only **“Technical Bid”** will be opened on the scheduled date and time given in the tender. The Technical Bids will then be evaluated on the basis of documents/information furnished and Technical bid. The decision of Registrar, IIIT-DELHI, in this regard shall be final and binding on the Tenderers.

The Tenderer/Bidder who qualifies in the **“Technical Bid”** will only be eligible for opening of their **“Financial Bid”**. The date and time of opening of **“Financial Bid”** shall be intimated to individual qualified bidders.

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

Only One Vehicle shall be hired against any one the option as decided by the institute and No query in this regard shall be entertained.

IIIT-D reserves the right to accept or reject or cancel any tender in part or whole without assigning any reasons thereof.

NOTICE INVITING TENDER FOR PROVIDING FULL TIME TAXI SERVICES

1	Name of the Agency (Full address with Tel. No & mobile no)	
2	Constitution of the Agency (Proprietorship / Partnership / Private Limited Company / Public Limited Company)	
3	Registration with any Govt. Department /Agency (Kindly attached a copy of Registration no. with technical bid)	
4	Experience (No. Of Years) in the field of providing Hired Taxi (Copy of work order or experience certificate to be attached.)	
5	Distance of agency’s office from IIIT Delhi in km agency within Delhi NCR- (Attach photo-copy of proof.)	
6	Official Name & of Designation the agency of the key/top Official of the agency	
7	Current no. of clients of the agency	
8	Details of infrastructure in terms of vehicles : (Please provide the details of similar vehicles as per Model/Make : desired by IIIT-D)	Make:. Model: Year of Registration : Color:
9	The Bidder/Tenderer should have rendered satisfactory taxi services to atleast one Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute or any Corporate Establishment of repute having contract value of Rs. 5 Lacs during the last Five years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies. - Attach Certificate from clients / organisations as per Annexure X	1. 2.
10	PAN,GST,VAT and TAN (Self certified copy to be provided)	
11	A CA certificate certifying the turnover of the applicant bidder for the last 3 financial years i.e. 2017-18, 2018-19 & 2019-20. The turnover should be in the name of applicant organization only and not that of group/ sister organizations. Attach Certificate from Chartered Accountant in this regard. as per Annexure Y	Average Turnover over the last three Financial years is
12	A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date. Further, the taxi operator has to certify that he has not been involved in any major accident and no criminal or civil case is pending against the Contractor. (as per Annexure -Z)	

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

“Exempted Bid Security Declaration Form”

Date: _____ Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid;
- or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (signature of person whose name and capacity are shown)

Name: (complete name of person signing he Bid Security Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

ANNEXURE- X

LIST OF PRESENT AND PAST CLIENTS DURING LAST FIVE YEARS.

Please give complete details as per the following format along with the Experience Certificate issued by clients/organisations. This information provided will facilitate evaluation of Technical Bid).-

Sl. No	Name of the Organisation with complete postal address mentioning Pvt.Sector/ Govt Body / PSU / Public Limited Company.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID.	Period for which Rate Contract was awarded.	Nature of Work	Contract Value
1					
2					
3					
4					
5					

SIGNATURE & SEAL OF THE TENDERER

ANNEXURE- Y

**CERTIFICATE REGARDING TURN-OVER OF TENDERER
DURING THE LAST THREE FINANCIAL YEARS”**

I / We, M/s _____, the tenderer for Empanelment of Taxi Operators and other related jobs as mentioned in the Tender Document, hereby confirm that the average total turn-over of the firm/company and profit earned for the last three financial years i.e. 2017-18, 2018-19 & 2019-20. The financial year-wise break-up is given below :-

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR
	2017-18		
	2018-19		
	2019-20		

SIGNATURE & SEAL OF THE TENDERER

NON-BLACK LISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

**To, Registrar
IIITD Campus
Okhla Phase-III,
New Delhi-110020**

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

SIGNATURE & SEAL OF THE TENDERER

FINANCIAL BID**1. Name Of Agency**

(Full Name and address With Tel No)

2. Rates for running vehicle

a) 1800km and 240 hrs per month:

S. NO	Option I- Type of Vehicle	On Monthly Charge basis
1	Mahindra Marazzo, M4, Seven/Eight seater latest model for 1800kms/240hours	
2	GST @	
3	Monthly Charges all inclusive (including GST)	
S.NO	Option –II -Type of Vehicle	On Monthly Charge basis
1	Toyota Innova Crysta, Seven/Eight seater latest model for 1800kms/240hours	
2	GST @	
3	Monthly Charges all inclusive (including GST)	
S. NO	Option –III- Type of Vehicle	On Monthly Charge basis
1	Tata Safari, Seven/Eight seater latest model for 1800kms/240hours	
2	GST @	
3	Monthly Charges all inclusive (including GST)	

3. Rates for Extras

i. Rate Per Extra Km if any:plus GST @Total rate.....

ii. Rate per Extra hour if any.....plus GST @Total rate

b) Please note : The vehicle will be brand new and will be parked inside IIITD campus 24x7 during the entire Contract period except for maintenance service /breakdown repairs.

c) **For reimbursement of GST , the vendor has to submit proof of payment of GST on monthly basis.**

(Signature of the authorized signatory)

Date:

(Note; To be put in a separate sealed cover marked as “Financial Bid”)