

TENDER FOR HIRING BUS SERVICES FOR IIT BHILAI



Tender No. IITBH/Admin/Trans/2019-20/01

Tender date: 21st June 2019

Last Date of submission: 05th July 2019

Indian Institute of Technology Bhilai

Transit Campus: Government Engineering College Sejbahar Raipur, C.G.

DIRECTOR, IIT BHILAI INVITES TENDER FOR HIRING BUS SERVICES FOR IIT BHILAI under the standard 'Two bid Systems i.e., 'Technical Bid and Financial Bid'. Quotation from reputed and experienced/registered bus contractors engaged in transport business for hiring of buses to carry out the field and other official activities of the Institute (both AC and non-AC vehicles) initially for TWO YEAR.

Terms and conditions

1. Tender closing and opening time:

Those firms/contractors who are interested may obtain tender documents from institute website during the period from 21/06/2019 to 05/07/2019. Quotations should be uploaded on e-procure portal and original EMD of ₹10,000/- (Ten Thousand only)

The tender documents should be contained the 'Self Declaration', Part-A (Technical Bid) and Part-B (Financial Bid).

- (a) The last date of submission of tender document: 05/07/2019 at 10:00 hrs.
- (b) Date & Time of Opening Tender at IIT Bhilai: 06/07/2019 at 10:00 hrs.

(Tender will be opened at IIT Bhilai in the presence of tenderers or their authorized representative, if any)

2. Validity of offer:

The tender must be valid for a minimum period of 90 days from the date of opening of bid.

3. Scope of work:

- a) The contractor shall provide the Diesel bus with minimum capacity of 50 seaters.
- b) The Vehicle registration for all the type of vehicle must be of January 2018 or later model and be provided with batteries, tyres, tubes and upholstery in excellent condition at the time of placement along with the driver.
- c) The contractor must be in a position to provide the vehicle within 10 days from the date of issue of Work Contract. The transport agency preferably has provided similar service to Govt. organizations of equal stature. The agency must be able to provide suitable replacement in case of any contingency.
- d) The driver should report IIT Bhilai transport office on his arrival in the campus.
- e) More than one vehicle on any particular day or days can be hired as per the requirement of IIT Bhilai. IIT Bhilai may also require bulk booking during important functions of the Institute. Accordingly, the contractor should arrange the vehicles as per the requirement.
- f) The contractor shall arrange other classes of vehicles (Traveller etc.) as and when required on the basis of prevailing market rates.
- g) The bus/vehicle should have valid commercial license, YELLOW NUMBER PLATE, permit from the appropriate authority, route permit etc. Drivers should also possess valid driving license.

- h) The driver should always be on duty in uniform as per the color and design decided by the Institute. Two pairs of uniform to be provided by the vehicle owner to his driver/s for each year.
- i) The Transporter must ensure that driver(s) is/are not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Institute reserves the right to check randomly the drivers for the alcohol contents through breath analyzer. Smoking is strictly prohibited inside vehicles. The Transporter should ensure that the drivers should not play cards, gambling, or any antisocial activities during duty hours and such activities are prohibited in the parking area even after duty hours. They shall not use unparliamentary language inside the vehicles and at the Institute.
- j) The bidders should be well versed with the local routes and places.
- k) The bidding party has to provide the name of driver, contact details etc. with police verification, if necessary.
- l) The bidding party has to keep a feedback from in the user/guest, for which IIT Bhilai will provide a prescribed Performa along with the duty slip after the journey. On the basis of entries on the log feedback and duty slip, IIT Bhilai shall release the payment.
- m) The bidding party should abide by all the instruction given by the institute or its representative.
- n) The bidding party shall be responsible for the drivers' food etc. while on Institute's duty.
- o) The Bus of the bidding party should have valid commercial license with yellow number plate, taxi/route permit etc. Drivers on duty should be possess valid Indian driving license.
- p) The bidding party should bear all the legal and other cost in case of any accident.
- q) In case of break down an alternative arrangement shall be made by the bidder immediately and the vehicle shall report for duty at the given time and place.
- r) Toll, parking and Ferry charges etc. will be paid extra on actual by IIT Bhilai against documentary proof/bills only.
- s) The driver should be available in his vehicle all the time and should leave his vehicle only after obtaining specific permission from the user, if required.
- t) Compensation & connected expenses, whatsoever, in case of any casualty (unforeseen) shall be borne/paid by the contractor

4. Eligibility criteria

A. Bidders should meet the following eligibility criteria to qualify the tender:

- a) The bidding party should be a registered firm/company. The bidder should have at least 3/4 bus/vehicles registered in his name or for/company's name. Copy of the valid registration document as above should be enclosed along with the tender.
- b) The average annual turnover in last two years of the company/firm should be minimum 25 lakhs. Copy of IT return should be enclosed along with tender.
- c) The bidder should have valid Permit issued by the Transport Authority

B. The tenderer / bidder should ensure that the drivers with the vehicle shall report for duty:

- a) With valid driving license issued by the Transport Authorities, vehicle insurance certificate etc.
- b) Vehicle should be filled with sufficient fuel.

- c) Driver in decent dress, proper shave and hair cut
- d) The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.
- e) The vehicle should be defect free
- f) The driver should be well behaved, equipped with a mobile phone and should be available on call for the user/guest.
- g) The driver engaged should be broadly aware of the major routes and places of Raipur and Bhilai.
- h) Drivers should not have any criminal case (records) against him.

5. Rates

The rates quoted and as accepted by IIT Bhilai shall remain fixed during the period of the contract.

6. Obligations of IIT Bhilai

- a) The contract will be for a period of TWO YEAR.
- b) The contractor shall submit the bill attaching the duty slip and feedback to IIT Bhilai for payment. The payment would be made within 15 working days on receipt of the bill. GST as applicable.
- c) GST:
 - (i) GST as applicable.
 - (ii) Rate of GST (CGST+ SGST) should be mentioned in the column provided in Financial Bid.
 - (iii) Whether ITC of GST is availed or not by the service provider to be mentioned in column of Financial bid.
 - (iv) Vendor who charged GST @ 5% shall be preferred.
- d) The estimated annual billing would be around Rs. 15-20 lacs for Bus service.
- e) The contractor should have experience in successfully handling the operation of Bus services in a reputed organization especially in educational institutions.
- f) The contractor should have No Objection Certificate (NOC) from the RTO, Raipur District Administration for carrying out the business.

7. Penalty

- a) In case of any breakdown or for any other reason of the vehicle, the owner has to arrange a substitute vehicle within 01 (One) hour of time failing which penalty at the rate of Rs.500/- per hour charges will be deducted from the bill at the discretion of the Institute. Similarly in the event of non availability of driver due to sickness or any reason substitute driver to be provided for the vehicles immediately, failing which penalty of Rs.2,000/- per day will be deducted from the Bill at the discretion of the Institute.
- b) In case of change of regular vehicle substitute vehicle provided must be in compliance with all rules and regulations as applicable and if on verification this is not found to be true then a penalty of Rs.500 per day will be charged and vehicle will be not be treated as on official duty for this period. Similar condition applies for substitute driver. In the case of same situation continuing for 7 days, the contract will be terminated.

- c) In case of any violation/proved complaint against you, a penalty amounting to Rs.2500/- will be imposed on you and deducted from the monthly bill.

8. Notice and agreement:

The Institute reserves right hereunder to terminate the contract at any time without assigning any reason whatsoever. All disputes will be subject to Raipur Jurisdiction only.

9. Earnest Money:

Along with the bids the bidder has to remit an Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten thousand only) against bus services through online mode.

SBI i-collect Link

<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=646425>

step1. Click Check Box to proceed for payment.

step2. Select S and P Tender Fee and EMD.

Step3. Fill all Details and Submit

(This online payment receipt may be provided in the on line Technical e-bid)

The EMD of the tenderer shall be forfeited to IIT Bhilai without prejudice to any other rights or remedies under the following circumstances: -

- a. If, a tenderer withdraws his tender during the tender validity period as specified in the tender documents.
- b. If, after acceptance of the tender, the tenderer fails to take up the job.
- c. If, the successful tenderer fails to sign the contract in accordance with terms and conditions of the contract.
- d. If, after acceptance of this tenderer the successful tenderer fails to commence the work within specified time period.

10. Security Deposit

The successful bidder shall have to deposit a Performance Security Deposit of the 5% (approx.) of the total amount of yearly work order within 21 days of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "Director, Indian Institute of Technology Bhilai" Payable at Raipur. The performance security deposit should remain valid for a period of 60 days beyond the date of completion of all the obligations of order to the successful bidder.

11. General terms & conditions:

1. The Indian Institute of Technology Bhilai shall have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions clauses or items stated. Addendum so issued shall form part of original invitation to bid.

2. The bidder shall have no right to issue addendum to bid documents to clarify, amend, supplement or delete any of the conditions, clause or items stated therein.

3. In case offer is not accepted the bidder shall not be entitled to claim any cost charges, expenses incidental to or incurred by the bidder through or in connection with the submission of the offer even through IIT Bhilai may elect to withdraw the invitation to bid should all invitation to bid be withdrawn or cancelled by IIT Bhilai

or which IIT Bhilai shall have the right to do so at any time the Earnest Money paid by the bidders with the bids will be refunded to them in due course without interest.

4. The bidders are required to submit their bids only in the space provided for that purpose attached with the bid documents as Part-A & Part-B separately. IIT Bhilai shall not be responsible for rates quotes by bidders at any other place being missed out during bid opening. No representation in this regard shall be entertained by IIT Bhilai form such bidders.

5. Unless otherwise specified, all rates and prices in the bid form should be mentioned both in figures as well as in words. Bids containing overwritten or revised rates are liable to be rejected. Should there be any variation between the rates indicated in figures and words, the lower of the two shall be considered. However, the decision to accept/reject such offer by IIT Bhilai shall be final and binding on the bidder.

6. It shall be the contractor's responsibility to ensure that all the statutory obligations, such as those obtaining and prevailing from time to time, under the various statutory enactments, such as Minimum Wages Act, industrial Disputes Act, Workman's compensation act, Provident Fund act, ESI Scheme, contract labour (Regulation & Abolition) Act, Gratuity Act, Bonus, Child Labour Act, Trade Tax, GST are all complied with by them in full and none of their employed or any person hired by them shall have any privy with Institute.

7. The bidder should submit a 'Declaration' as per the format given below in Annexure I.

12. Payment Terms:

Payment shall be made on submission of the monthly bill within 15 days of the subsequent month along with copy of the duly attested Log-Book.

13. Technical/commercial evaluation & awarding of contract

1. EVALUATION PROCEDURE

- a. Bidders who have submitted the valid Bid Security, i.e., EMD, Tender Document Fee & Bid Form as per requirement shall be considered for further evaluation. Absence of these documents may lead to summary rejection of the bid.
- b. The Eligibility Criteria will be evaluated by Tender Committee and those qualify will be considered for further evaluation.
- c. The Tender Committee shall verify the Technical Specification (Technical Specification with Compliance Statement. Bidder qualified in Technical Specification shall be considered for further evaluation.
- d. The Tender Committee would evaluate the Techno Commercial Evaluation. In order to facilitate the evaluation, the marking scheme presented is an indication of the relative importance of the evaluation. Bidders securing a minimum of 70% marks out of 100 marks in the Techno Commercial Evaluation will only be considered for next step. After qualifying in Techno Commercial Evaluation, qualified bidders will only be considered for Financial bid evaluation.

2. Evaluation Criteria

The evaluation methodology would take into consideration both the Technical responsiveness as well as the financial response. During the evaluation process, the evaluation committee will assign each desirable/preferred feature a whole number score for the Techno Commercial Bid as defined in the table below:

Sr. No.	Description	Max	Details	Page No. *
01	Providers / Vendor / Suppliers Capacity: (References Work Order/Purchase copy along with proof for the project to be provided for last three financial years)	30	No. of single work order from different agencies (with values Rs.2-4 Lakhs each) X 6 marks [Maximum 30 marks]	
			No. of single work order from different agencies (with values Rs.4-8 Lakhs each) X 10 marks [Maximum 30 marks]	
			No. of single work order from different agencies (with values more than Rs.8 Lakhs) X 15 marks [Maximum 30 marks]	
02	No. of vehicles owned by the vendors:	10	No. of vehicles x 01 marks [Maximum 10 marks]	
03	Financial Profile: The bidder should present total annual turnover for the last three financial years	30	Marks = $\frac{\text{Average turnover for the last 3 (Three) financial years}}{\text{Rs.100000 (One Lakh)}}$ [Maximum 30 marks]	
04	Customer Feedback:	10	Satisfactory service feedback by customer for each customer Feedback report bidder will get two (2) marks [Maximum 10 marks]	
05	Enquiry on Customer Feedback:	20	Enquiry on given work order and satisfactory service feedback by customer. [Maximum 20 marks]	

***Please mention the page number of above documents.**

3. FINAL EVALUATION

Bidders qualifying in the Techno Commercial bid will only qualify for the opening of their financial bids for further evaluation. The bidder who has qualified in the Techno Commercial bid evaluation and returns with overall average lowest quote in financial bid would be awarded the contract subject to Post Qualification.

SELF DECLARATION OF BIDDER (CONTRACTOR)

I/We have fully understood the 'TERMS & CONDITIONS' containing paras/points as well as Terms and Conditions specified at PART 'A' (Technical Bid) & PART 'B' (Financial Bid) with the bid documents, which are submitted herewith duly signed by me/us on all pages in token of having accepted the same in TOTO and I/We have made my/our offer keeping in view of the terms and conditions.

Signature of bidder/representative

With complete address

Place:

Dated:

PART – A (TECHNICAL BID)**TENDER FOR HIRING BUS SERVICES FOR IIT BHILAI**

Please submit attested copies of the following documents:

1.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
2.	Do you possess trade license issued by Competent Authorities in India? If so, please enclose a copy.	
3.	Name of Proprietor / Director	
4.	Details of vehicles owned & registered by the agency (Please submit attested copies of documents) 1) No. of vehicles 2) Type of vehicles: Make, Model, Year, and Condition etc. 3) Drivers : No. of trained drivers continuously on roll for last one year	
5.	Type of Firm : Proprietary/Partnership/Pvt. Ltd./Ltd. etc.	
6.	Year of incorporation	
7.	Furnish following particulars of the Registered Office a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
8.	Furnish following particulars of the Local Branch Office. (if any) a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
9.	PAN No. (Attach Attested Copy)	
10.	GSTIN No. (Attach Attested Copy)	

11.	Financial turnover for the three financial Years.				
	Financial Year	Amount (In Lakhs)	Remarks, if any		
	20 - 20				
	20 - 20				
	20 - 20				
	(Attach separate sheet if space provided is insufficient)				
12.	Give details of the major clients – Educational Institutes/Universities, Government Departments, Research Organizations, to whom services of same type have been provided by the bidder during the last five years in the following format.				
	<i>Sl. No</i>	Name & address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id	Details of Service Provided	Purchase Order/Indent No. & Date	Amount
	1				
	2				
	3				
	4				
	5				
	(If the space provided is insufficient, a separate sheet may be attached)				
13.	Please specify whether your agency have been black listed or banned by any Govt. Department/Organization				
14.	Additional information, if any(Attach separate sheet, if required)				

Signature of Tender
Seal
Date

Part-B (Financial Bid)

TENDER FOR HIRING BUS SERVICES FOR IIT BHILAI

BUS Services	Full day rate (100 Km or 12 Hrs.)	One month Rental (6500 km 18X7)	Extra Rate Per Km	Extra Rate Per Hrs.	GST
BUS 50 Seater Non-AC					
BUS 50 Seater AC					

- a. We confirm that the quoted prices will remain firm and there would not be any price escalation during the initial contract period of one year.
- b. We also confirm that we abide by all the tender conditions and we do not have any counter conditions, in the event of violation of any of the tenders' terms and conditions our submitted SD will be forfeited.
- c. Evaluation shall be done on monthly rental basis only for all categories.

Yours faithfully,

Signature of Tenderer

Seal

Date

Annexure IV

Declaration Regarding Blacklisting / Debarring For Taking Part in Tender.
**(To be executed & attested by Public Notary / Executive Magistrate on
Rs.10/- non judicial Stamp paper by the Transporter)**

I/We _____ (Transporter) hereby declare that
my/our _____ firm/agency _____ namely _____ M/s
_____ has not been
blacklisted or debarred in the past by Union / State Government or organization
from taking part in Government tenders in India.

(Or)

I / We _____ (Transporter) hereby declare
that my/our firm/agency namely M/s. _____
was blacklisted or debarred
by Union / State Government or any Organization from taking part in Government
tenders for a period of _____ years w.e.f. from _____
to _____. The period is over on _____ and
now the firm/agency is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the
tender/contract will be rejected / cancelled by The Director, IIT Bhilai and EMD
/performance security shall be forfeited.

In addition to the above, The Director, IIT Bhilai will not be responsible to pay the
bills for any completed / partially completed work.

DEPONENT

Attested:
(Public Notary / Executive Magistrate) Name _____
Address _____

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To

WHEREAS
(name and address of the supplier) (hereinafter called “the supplier”) has undertaken,
in pursuance of contract no..... dated
to supply (description of
goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier
shall furnish you with a bank guarantee by a scheduled commercial recognized by
you for the sum specified therein as security for compliance with its obligations in
accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you,
on behalf of the supplier, up to a total of `
.....(amount of the guarantee in words and figures), and
we undertake to pay you, upon your first written demand declaring the supplier to
be in default under the contract and without cavil or argument, any sum or sums
within the limits of (amount of guarantee) as aforesaid, without your needing to prove
or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier
before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of
the contract to be performed there under or of any of the contract documents which
may be made between you and the supplier shall in any way release us from any
liability under this guarantee and we hereby waive notice of any such change,
addition or modification.

This guarantee shall be valid until the day of, 20.....
.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch