



INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

Tender Document

for

HIRING OF AMBULANCE

Tender Enquiry No.: IGIT/ESTT/286 dt 31/03/2026

Email: registrar@igitsarang.ac.in

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SECTION - I
NOTICE INVITING TENDER

No.

dated:

Subject: TENDER FOR HIRING OF AMBULANCE – Reg.

1. Indira Gandhi Institute of Technology, Sarang (IGIT Sarang) invites Tenders from reputed, experienced and financially sound Company/Partnership Firm/Travel Agency/ Individuals for providing vehicles in excellent condition with POL basis to IGIT Sarang for a period of **two years** from the date of contract with the provisions of extension for further **two-years(one plus one)** subject to satisfactory performance.
2. All interested Transport Agencies are requested to send their quotations in **Two Bid System** for supply of the above item as per detailed Technical Specification, General Terms and Conditions and other details including **Annexure I to IX**. Details of tender are as follows: -

Sl. No	Particulars	Remarks
1	Tender Reference No.& Date	IGIT/ESTT/286 dt 31/03/2026
2	Type of Tender	Two Bid System
3	Publish Date &Time	02/04/2026
4	Document Download Start Date &Time	02/04/2026 10 .00 AM
7	Bid Submission End Date &Time	30/04/2026,01 .00 PM
8	Time and Date for Opening of Bid	06/05/2026 at 10.00 AM In CDC of IGIT, Sarang
9	Tender Fee	Rs 1000/-
11	Contact Telephone Numbers	9938240701
12	For queries Contact through E-mail	registrar@igitsarang.ac.in

3. The tender document and details of terms and conditions can be downloaded from our website www.igitsarang.ac.in
4. The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents.

INSTRUCTIONS

The offer must comprise the following. Failing which it will be treated as unresponsive, hence rejected:

- 1) **Conditional tenders will not be accepted.**
- 2) **ONE BID PER BIDDER:** Each bidder shall submit only one tender either by himself or as a partner in a joint venture or as a member of a consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
- 3) **COST OF BID:** The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- 4) **CLARIFICATION OF TENDER DOCUMENT:**
 - A) The bidder shall check the pages of all documents against page number given in index and, in the event of discovery of any discrepancy or missing pages the bidder may inform the Establishment office for clarification. They may reach the office through **registrar@igitsarang.ac.in**. **The Tender document comprises of:**
 - a. **Notice of Invitation of Tender: Section-I**
 - b. **Instructions**
 - c. **Bid preparation and Submission**
 - d. **Eligibility Criteria, Scope of Service, Evaluation of Bids: Section-II**
 - e. **Special Terms and Conditions of the Contract: Section-III**
 - f. **Technical Bid-Bidders Profile(Annexure-I)**
 - g. **Price Bid format (Annexure-II)**
 - h. **Undertaking(Annexure-III)**
 - i. **Declaration for Non-Blacklisting(Annexure-IV)**
 - j. **Bid Security Declaration (Annexure- V)**
 - k. **Vendor Master Form (Annexure-VI)**
 - l. **Performance Bank Guarantee (PBG)(Annexure-VII)**
 - m. **Acceptance of Terms &Conditions of Tender (Annexure-VIII)**
 - n. **Certificate regarding turn over from the Transport Services during the last three financial years. (Annexure – IX)**
 - o. **Duty Slip (Annexure-X)**
 - p. **Check List for Technical Bid (Annexure-XI)**
 - B) The bidder is expected to examine all instructions, Terms and Conditions, Annexures in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his/her bid.
 - C) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.
 - D) **Amendment to Tender Document:** At any time prior to the deadline for submission of bids, IGIT, Sarang, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by amendment/corrigendum. The same would also be hosted on the website of the IGIT Sarang and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments, if any.

5) **PREPARATION OF BIDS**

- a. All the pages of the bid must be serially numbered and duly signed and sealed by the Authorized signatory giving detail of the page numbers in the index of the bid.
- b. Bid security Declaration and Self-Attested copy of Memorandum of Understanding (MoU) shall be provided in case the Bidder comprises Joint venture/Consortium/Partnership or relevant document about sole proprietorship.
- c. An undertaking to the effect that the firm is not being blacklisted/banned/suspended/ debarred from any organization/Institute and no case is pending with the police or in court of law against their name, duly notarized.
- d. Non-submission of any/more of these documents will make the bid as unresponsive and such bids shall not be considered as valid.

6) **VALIDITY OF TENDER:** The tender must remain valid and open for acceptance for a period of **180 days** from the date of opening of Technical Bid.

7) **BID OPENING AND EVALUATION:**

- A) The authorized representatives of the Institute will open the Technical Bids in the presence of the Bidders or their authorized representatives who choose to attend at the specified place and time as mentioned in the Notice Inviting Tender.
- B) The Institute reserves the right to verify the original documents for verification as and when required.
- C) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

8) **RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

- A) The Institute is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing to the bidders terminate the tendering process.
- B) The Institute may terminate the contract if it is found that the contractor is blacklisted on previous occasions by any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- C) The Institute may also terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

9) **Bid Security/EMD(Non-Interest Bearing)**

- A) The Bidder shall submit tender fee of Rs1000/- and Bid Security (Earnest Money Deposit) for an amount of ₹15,000/- (Rupees Fifteen Thousand only) in the form of an Account Payee Demand Draft duly pledged in Favour of **Principal IGIT, Sarang** payable at **IGIT, Sarang**. No other form of Bid Security (EMD) is acceptable.
- B) MSE Bidders are exempted from the submission of Bid Security/EMD. However, MSME bidders must submit the Udyam registration certificate mentioning the nature of activity as Transport Services along with Bid Security Declaration, **as per Annexure-V.**

10) **PERFORMANCE SECURITY (PS) (Non-interest Bearing):**

- A) The successful bidder shall be required to furnish a Performance Security (PS) in form of Bank Guarantee in an acceptable form (Annexure-VII) duly pledged in favour of the Principal, IGIT Sarang and payable at IGIT Sarang within 21 days of receipt of 'Letter of Offer' for an amount of 10% of the contract Value OR an equivalent amount of one-month bill whichever is higher. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- 11) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

Preparation & Submission

1. The bid must be submitted in two parts comprising Part-I: Technical Bid & Part-II: Financial Bid (i.e. price bid). Bidders shall submit their signed bids in first Envelope with the following documents:

I. Cover-1

- Technical Bid along with EMD and supporting documents shall be submitted in separate sealed envelopes and then encased inside one sealed envelope super scribed 'Technical Bid for hiring ambulance service at IGIT Sarang'. All the pages of this tender document, along with necessary Appendices (as applicable) duly signed and stamped.
- Bid Security Details /EMD or for MSME bidders Udyam registration + Bid Security Declaration as per Annexure-V
- Technical Bid and Bidder's details.(as per Annexure-I)
- All relevant documents should be submitted as per **Section II Eligibility Criteria Sl. No 1 to 14, Checklist Annexure-XI**. All Annexure I to-IX (excluding price bid) duly filled & signed to be submitted along with the technical bid

II. Cover-2

- Price Bid -The Price Bid as per the format annexed with this tender document, should be duly filled, stamped, and signed by the authorized signatory of the agency/ firm /company and sealed in a separate envelope super scribing 'Price Bid for hiring ambulance service at IGIT Sarang'
2. The offer must be submitted in **Two Bid – Two Envelopes**
3. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.

SECTION-II

A-ELIGIBILITY CRITERIA

All Bidders / Agencies must fulfill the following eligibility criteria and submit the documents and the declarations (**duly self-attested with stamp**) in support of their claim along with the Technical Bid. The Financial bids of only those bidders who meet all the eligibility criteria will be considered for opening. The bids not meeting the criteria and not accompanied with the requisite documents shall be treated as non-responsive hence rejected; and, the corresponding financial bids shall also not be opened.

1. **The Agency must have similar experience of more than Three Years in engagement or providing of such kind of Ambulance on hiring basis to Govt. organizations/PSUs/ Reputed Govt. /Pvt. Educational Institutes or Companies etc. At least one such Work Orders issued after 2023 and Customer Satisfactory Performance Certificates (from the organizations of which work experience has been shown in the Bid) are to be submitted along with the Technical Bid.**
 2. The Agency/Bidders must have a Goods and Service Tax (GST) Registration Number and submit a self-attested copy of certificate of Registration.
 3. Ambulance drivers must have a valid **First-Aid training certificate.**
 4. Bidders must submit an undertaking for providing Monthly Wages/Salary to be paid to the drivers (not less than the minimum wages) including provision of mobile phones, Navy Blue uniform (two pairs), Black Shoes (2 Pairs) and washing allowance as applicable for the drivers.
 5. Bidders must submit an undertaking to the effect that the firm is not being black listed /banned/suspended /debarred from any organization /Institute and no case is pending with the police or in court of law against Their Name duly notarized on ₹ 100 Stamp paper.
 6. The Agency should submit their bids(s) in the format attached.
 7. The Agency/ Bidders must have Permanent Account Number (PAN) and submit a self-attested copy of PAN Card.
 8. The Agency/Bidders must have submitted Income Tax Return (ITR) for the last three years. Copies to be attached.
 9. All the ambulance vehicles must be brand new or not before 2024 with specific make and model as mentioned.
 10. The agency/ bidders must have turnover from Transport services of ` 5 Lakh or more each year from 2023-2024 financial years. A specific certificate regarding the Turn Over is required to be furnished from the Chartered Accountant/ CA firm which had undertaken an Audit of the account of the bidder during last financial year.
 11. The bidder or any of its partners/directors etc. should not have been blacklisted/debarred by any of the government agencies or department
 12. Bidders should have a minimum of three (03) years of experience in providing Ambulance service for any autonomous institute of higher education / equitable government / corporate organizations. He should submit Work Order/s issued by the firm/s on or before 31.03.2026
1. **The-desirable bidders must submit the required performance bank guarantee (PBG) as specified above on the event of award of contract.**
 2. Copy of the entire tender document must be numbered page-wise and duly self-attested and stamped on each page as a token of acceptance of our terms & conditions.
 3. The Bank Mandate form in the prescribed format must be submitted with the technical bid for any kind of financial transaction.

B.SCOPE OF SERVICES

The following Ambulance vehicles are required to be provided along with Drivers

Item No	Item Description:	Qty.
1	Supply of Standard Ambulance on monthly hiring including shift-wise drivers, including all costs, except fuel charges. Fuel charges will be as per actual based on mileage 1. Make (Maruti ECO with AC.); 2. Fuel: Petrol; Brand New or not before 2024 make) 3. Stretcher preferably foldable 4. Seats for attendant/companion 5. Oxygen cylinder cage with mask storage facility 6. First Aid Box.	02

Note: Type and Number of vehicle requirement is indicative only. IGIT, Sarang may increase or decrease the number of vehicles as per the requirement. Also, IGIT, Sarang reserves the right to drop any particular vehicle requirement or any of the listed items.

EVALUATION OF TECHNICAL BID

- A) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.
- B) The bidder must produce the original document(s) towards the eligibility / qualifying criteria on the date of opening of the tender for verification. Besides this Institute reserves the right to verify the document(s) so submitted from those Institutes/ Organizations who have issued such certificates.
- C) After technical evaluation, qualified & non-qualified bidders will be intimated.

EVALUATION OF FINANCIAL BID

- A) Financial bids of only the technically qualified bidders will be opened for evaluation.
- B) The financial bid shall contain the exact charges as applicable against the vehicles (as per the tender) per km/per hour and monthly hiring charge
- C) The total cost will be calculated as follows to identify the L1 bidder:
$$\text{Total Cost (Rs.)} = [\text{Quoted Basic Rate (including all costs except fuel and including GST)} + \{(1500 \text{ km} / \text{quoted mileage for that vehicle}) \times \text{Rs. } 101 \text{ (approx. average Petrol price including taxes at present)}]$$
- D) **Contract shall be awarded to the lowest evaluated bidder L1. However, Institute may consider empanelment of remaining vendors (L2, L3 etc.) on matching at L1 price.**
- E) Further, the Institute also reserves the right to cancel the financial bid of an agency if it is found that the charges quoted are unreasonable or unjustified.

SECTION-III

SPECIAL TERMS & CONDITIONS

1. The Ambulance should be in white color with the LOGO, NAME & ADDRESS of the Institute on the front in a prominent place during the period of contract for which no extra charges will be paid.
2. The bidders shall quote the rates inclusive of Ambulance (Type of vehicle & model) as mentioned clearly in the price bid at Annexure-II. The rate of hire charges quoted should be inclusive of GST, wages of the drivers, cost of maintenance of the Ambulance along with its equipment and the cost of lubricants/coolants etc. as required for running an Ambulance 24 x 7.
3. The Vehicle must be in excellent condition and must be of brand new or not before 2024 registration for monthly hired vehicles.
4. The interior and the exterior conditions of the vehicles should be well maintained which will be checked and certified by the authorized officer of the Institute.
5. All medical equipment should always be available in the ambulance to address medical emergencies.
6. The ambulance should have its own comprehensive maintenance plan, comprehensive insurance covering the entire contract period, and a valid RTO certificate for the specified purpose.
7. **Payment terms:**
 - i. Payment will be made on a monthly basis on submission of GST Invoice, certified log book and duty slip (Attached as Annexure). The agency will submit the daily petrol rate for the same from authorized dealers.
 - ii. **The agreed price will remain fixed during the entire duration of the contract.**
 - iii. **Monthly fuel bill will be reimbursed as per the actual running kilometres. The agency shall produce the fuel bill in original with proper entry in the logbook.**
8. The driver should not be engaged for more than 12 hours in a day. The drivers must observe all etiquette and protocol while performing the duty. They must be neatly dressed, wear **Black Shoes and neat & clean Navy Blue uniform** to be decided by the Institute at the time of engagement for which no extra payment will be provided. They must carry mobile phones (with Whats App facility) in working condition, for which, no separate payment shall be made by the Institute.
9. The Bidder would manage shifting of drivers in such a manner that the 24hours services should not be interrupted. The Bidder has to furnish the list of drivers for shift duty immediately after award of contract. (Shift of drivers not more than 12 hours)
10. The Ambulance Drivers should have valid certificates on First Aid Training which shall be submitted before the issuance of Work Order.
11. **The Institute will sign a contract for two years subject to renewal for further two years (one plus one) on satisfactory annual performance for hiring of Ambulance. Contract can be terminated at any time during the period of contact on poor performance or violation of conditions of contract anytime during the period by serving one-month notice.**
12. The vehicles provided to the Institute must have all valid permits, statutory compliance and drivers must have valid license. The Institute shall not be responsible for any such default on the part of the Agency/Firm.
13. If the Ambulance is hypothecated to a bank or any Financial Institute, the Hiring Agency has to produce concurrence of the Bank/Financial Institute
14. The agency has to maintain daily log book, to be verified by the concerned authority appointed by **IGIT, Sarang**

15. The institute will not provide any accommodation facility for drivers and the agency has to make their own arrangement. However, in future, if accommodation is available then on request of the Agency, the same may be considered as per Institute rules.
16. The ambulance should not be used for any purpose other than the authority assigned by the IGIT Sarang.
17. The drivers should be available during the scheduled duty hours and in case of no duty, they should be available on phone to reach the campus on call within 1 hour for any additional /emergency duty. In case of leave/absence of the assigned Driver, the agency has to provide the substitute.
18. In case the assigned driver is not available for any required additional/emergency duty other than the regular scheduled duty, substitute driver to be provided by the agency. If the agency fails to provide the substitute of Driver/Vehicle, **a penalty @ 2 times per day** on the hiring cost of the vehicle shall be imposed.
19. **The Drivers should be under Insurance cover of Accident Policy for loss of life, injury etc. & compensation, if any. This will be the responsibility of the Agency.**
20. The driver running the vehicle should have a valid driving license and the vehicle should be registered with the concerned authorities of Government of Odisha. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Original copies of Registration, Insurance of Vehicle, valid permit, statutory compliance, driving License & valid first-aid certificate of Ambulance Drivers, must be produced before engagement of vehicle.
21. During duty hours or within Institute premises if any driver found under intoxicating condition, they must be replaced immediately, for which Institute will put a penalty on the agency as per Institute guidelines. The drivers should behave cordially with the patients and their attendants while travelling in the vehicle. The agency needs to replace the driver immediately in case of any reported incident of misbehavior/misconduct /offence by them.
22. The Institute will assess the drivers selected by the agency before his/her engagement is finalized.
23. During the contract period, maintenance and servicing of the vehicles should be done by the Agency at their own cost. The interior and the exterior conditions of the vehicles should be well maintained.
24. In case of break-down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicles **within one hour**. The institute will not pay any type of compensation for maintenance of the vehicle.
25. Total breakdown period excluding routine maintenance **in a year should not exceed 12 days. Liquidated Damage (LD) will apply per day 3 times of per day hiring cost of the vehicle in case non-reporting of the regular Ambulance, from 13th day onwards in each calendar year.**
26. **During routine maintenance, LD is also applicable for non-deployment of alternate ambulances @3 times of per day hiring charges of vehicle.**
27. In case of requisition/seizure of the Ambulance by the RTO or any other Authorities, it will be the responsibility of the Agency to get the Ambulance released and during such period of requisition/seizure, the Agency will have to arrange alternate Ambulance.
28. Agency needs to provide a substitute ambulance vehicle in case of breakdown or when the vehicle remains off road for preventive maintenance.
29. In case of any accident/incident arises due to the vehicle within the Institute premises or outside the campus, it will be the sole responsibility of the agency to handle and settle the matter with police/regulatory authority. Institute shall in no way be liable for any such incident.

30. During parking or movement of vehicle within Institute premises, the cost of repair of any damage to Institute property due to the vehicle, will be recovered from the agency.
31. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.
32. The Institute reserves the right to relax any of the eligibility criteria given in the tender document for awarding contracts in the best interest of the Institute.
33. The Institute is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason thereof.
34. In case of default or abrogation of the conditions stipulated above, the Institute is at liberty to take suitable action.
35. The vehicle is to be delivered within 15 days from the date of issue of the offer.
36. The Agency shall abide by all statutory laws, rules and regulations of the state Govt. / Central Govt. as per jurisdiction.
37. **All the certificates, testimonials desired in tender as per the eligibility criteria will be verified** with the original documents to be presented by the firm/agency during the evaluation of bids. If any bidder fails to submit the original documents within stipulated time, their offers will be summarily rejected.
38. It is the responsibility of the agency to pay the wages to the Drivers as per the Minimum Wages Act and statutory liability such as EPF/ESI to concerned authorities as notified by the Ministry of Labour from time to time. The drivers must be paid not less than the minimum wage. The contract may be cancelled if any complaints are received from the drivers on this issue. The agency shall provide all the facilities to the driver engaged under this contract period. The Institute shall not have any liability towards the payment of salary, perks or other benefits to the drivers employed by the agency.
39. No man power should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on the Institute, on grounds of “person displaced from job”. The Institute shall not entertain such a claim.
40. During the contract period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. If any hazard occurs during the contract period, it shall be the sole responsibility of the Agency. The Institute shall in no way be liable for any such incident occurring during or in connection with this contract.
41. **Amendment to Tender Document:** At any time prior to the deadline for submission of bids, **IGIT, Sarang** may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder modify the tender documents by amendment. The same would also be hosted on the website of the **IGIT, Sarang** and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments, if any.
42. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, IGIT, Sarang is the sole arbitrator to decide the same or his decision is final and binding on both the parties. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Parjang only.
43. The vehicle can be de-hired giving prior notice of one month considering the requirement of the Institute for which no payment will be made by the Institute. In case of unsatisfactory services, the work order of the Agency may be terminated giving one week’s notice.
44. The Institute reserves the right to cancel/ reject any or all proposals without assigning any reason thereof.
45. The contract cannot be outsourced to third party.

46. Arbitration: In case of any dispute, ~~or~~ differences, claims and demands arising under or pursuant to the tender conditions / job order and contract, the Institute and the contractor will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at IGIT Sarang. The decision of the Arbitrator shall be final and binding on both the parties and civil court shall have no jurisdiction to entertain any such dispute.

47. Jurisdiction: The court at Parjang alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender /contract. It is specifically agreed that no court outside and other than Parjang court shall have jurisdiction in the matter.

48. Institute reserves the right to cancel the tendering process at any time without providing reasons.

49. Force Majeure: If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event within seven days. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more; either party may at its option terminate the contract.

DIRECTOR

**TECHNICAL BID-HIRING OF VEHICLES
QUALIFYING REQUIREMENT DATA**

Paste passport
size photo

Sl. No.	General particulars of the Agency	Details to be filled up by the Bidder
1.	(a) Name of the Agency	
	(b) Registered Address with Telephone No., Fax, Mobile No & Email ID	
	© Year of Establishment/Incorporation	
	(d) Authorized Person's	
	a. Name & Designation	
	b. Tel. No. Landline	
	c. E mail ID	
	d. Mobile	
	e. Fax	
2.	Type of Firm: Private Ltd./Public Ltd./ Cooperative/ NGO/ PSU. (Please enclose copy of Memorandum/Articles of Association / Certificate of Incorporation)	
3.	Details of bid document amount (Tender Fee) DD No., Date, Amount, Drawn On:	
4.	Details of Earnest Money Deposit (EMD) DD No., Date, Amount, Drawn On:	

5.	The firm / agency should be registered with GST Department	GSTReg.No_ _____ (Copy of certificate attached)Yes /No
6.	The firm / agency should have PAN No.	PAN No _____ (Copy of certificate attached)Yes/No
7.	The bidder should have at least three (3) years experience in work of similar nature with Govt. offices / colleges / Institutes and must have executed the similar contract as mentioned in the eligibility criteria.	Copy of the same to be attached
8.	Copy of Work Order & Satisfactory Performance Report from at least two clients where the Agency has been working / worked during last one year attached	Yes/No
9.	IT Returns for the last one year Copy of the same to be attached	Yes/No
10.	Annual Turnover for the last three years	Yes/No

Note: Agencies/Bidders not submitting full information / documents at the first instance shall be rejected.

Signature with stamp: _____

Date: _____

Full Name: _____

Address: _____

FINANCIAL BID
(PLEASE QUOTE YOUR RATE FOR ONE UNIT)

SI No	Vehicle Type-. Ambulance (Maruti ECO with AC.)	Year of Manufacture	Fuel used in Ambulance (Average Mileage per Ltr of fuel)	Monthly charges/ Rental of Ambulance /including Driver on 24hours basis with applicable GST	Fuel Cost Per Km.	Remark
	Ambulance (Maruti ECO with A.C) for Transport of Patients.					

NB: Bidders are at liberty to quote for any type of vehicle. The make name is only indicative in nature.

UNDERTAKING

(TO BE TYPED ON A LETTER HEAD OF THE TRANSPORT AGENCY)

To

The Director,

Subject: Submission of undertaking for providing Transport Services in IGIT, Sarang vide Tender notification No.....dated

Dear Sir,

We, the undersigned, are submitting our bid for providing transport services in your Institute in Accordance with your Tender Enquiry No.:..... dated

We hereby declare that all the information and statements made in this bid are true and we accept that any mis-interpretation or false information /documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand that IGIT, Sarang is not bound to accept any bid.

Yours sincerely,

Authorized Signature [*In full and initials*]
Name and Title of Signatory:_____

_____ Name of

Bidder:_____

Address:_____

Telephone (Office):_____

Fax_____

:_____

Email:

DECLARATION REGARDING NON-BLACK LISTING / DEBARRING FOR PARTICIPATION IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder
Tender Enquiry No.:

I/We _____ (Name of Authorized Signatory) of
M/s. _____ (Firm/Agency Name) hereby
declare that the firm/agency namely M/s. _____ has not been
black listed or debarred in the past by Union / State Government, PSU/Autonomous organization from taking
part in Government tenders in India. And no case is pending with the police or in court of law against their
name or firm / agency.

Or

I / We _____ (Name Of Authorized Signatory) of _____ (Firm/Agency Name)
M/s. _____ hereby
declare that the Firm/company namely M/s. _____ was black listed or
debarred by Union / State Government or any Organization from taking part in Government tenders for a
period of Year w.e.f. _____ to _____. The period is over on and _____ now the
firm/company is entitled to take part in Government tenders. And no case is pending with the police or in court
of law against their name or firm/agency.

In case the above information is found false or submission of false documents detected, I/we are fully
aware that the tender/ contract will be rejected/cancelled by the Director, IGIT, Sarang and EMD/ Performance
Security and Security deposit shall be forfeited. And I/We accept that I/We may be disqualified from bidding
for any tender/contract with you for a period of two years from the date of notification.

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

DEPONENT (Bidder)

Name
Address
s

Bid-Security Declaration Form

(to be submitted by MSME Bidder only along with Uydham registration for claiming EMD exemption)

Date:[]

Tender Enquiry No.:

To:[insert complete name and address of 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 two years 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 refuse 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 Securing 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: (Insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of :(insert complete name of bidder)

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

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

VENDOR MASTER FORM

(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/ INTRA BANK Transfer-One time information required)

SINo.	Information required	Data furnished
1	Name of the supplier company/firm	
2	CIN Number (in case of company)	
3	Complete contact address with PIN number	
4	Land line phone number	
5	Mobile number of contact person/ Finance Executive (for SMS on payment details)	
6	e-Mail ID(for receiving payment details)	
7	PAN Number	
8	GST Registration Number (with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number (with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened in case of foreign suppliers	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not affected at all for reasons of incomplete or incorrect information, the **IGIT, Sarang** will not be responsible.

Authorised signatory with date and seal

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT sarang OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT Sarang OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT Dhenkanal/angul BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
The Director, IGIT, Sarang

LETTER OF GUARANTEE

WHEREAS Indira Gandhi Institute of Technology Sarang (Buyer) have invited Tenders vide Tender No.....
Dt.....for supply of vehicle on contract basis of AND WHERE AS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Director IGIT, Sarang**” in the form of Bank Guarantee for Rs and valid till **three years** from the date of issue of Performance Bank Guarantee may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Indira Gandhi Institute of Technology , Sarang on demand and without protest or demur Rs.....(Rupees).

This bank further agrees that the decision of Indira Gandhi Institute of Technology Sarang (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the bank & branch) here by further agree that the guarantee herein contained shall Not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indira Gandhi Institute of Technology Sarang (Buyer).

Not with standing anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs..... (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date)and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if the Institute serves upon us a written claim or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office atsituated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after the expiry of the bond period.

(To be given on Company Letter Head)

Date

:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work:-

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website (s).

2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

**CERTIFICATE REGARDING TURN-OVER FROM THE TRANSPORT SERVICE ONLY
OF THE TENDERER DURING THE LAST THREE FINANCIAL YEARS**
i.e. 2023-2024,2024-25 & 2025-26

I _____ / _____ We, _____ M/s _____,
the Bidder/Tenderer/Transport Agency for providing transport services on /Daily/Monthly
Contract Basis, hereby confirm that the average total turn-over of the firm/company and
profit from Transport Services only during the last three financial years i.e.
[2023-2024,2024-25 & 2025-26]

SI.No.	FINANCIAL YEAR	ANNUAL TURN-OVER FROM TRANSPORT SERVICE ONLY	PROFIT EARNED FOR THE YEAR
1	2023-2024		
2	2024-2025		
3	2025-2026		

**SIGNATURE & SEAL OF THE BIDDER
CERTIFICATE BY CHARTERED ACCOUNTANT**

I/We, _____ Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from transport services only for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

**SIGNATURE &SEAL OF THE CHARTERED ACCOUNTANT
NAME, ADDRESS AND CONTACT DETAILS:
FRN:
UDIN
:**

Indira Gandhi Institute of Technology, Sarang

DUTYSLIP

Name of Agency:.....

Name of Traveller with Deptt :.....

Journey: From.....To..... Date of Journey.....

Vehicle No.:..... Type of Vehicle. (A.C./ Non A.C.)

Opening Km. with time.....

Closing Km. with date & time.....

Total Running in Km.....

Name & Signature of Passenger
/Authorized Person

Name & Signature of Driver

Note:-The Copy of this duty slip must be closed with the agency's claim bill.

Indira Gandhi Institute of Technology, Sarang

DUTYSLIP

Name of Agency:.....

Name of Traveller with Deptt :.....

Journey: From To..... Date of Journey.....

Vehicle No. Type of Vehicle (A.C. / Non A.C.)

Opening Km. with time.....

Closing Km. with date &time

Total Running in Km.

Name & Signature of Passenger
/Authorized Person

Name & Signature of Driver

Note:-The Copy of this duty slip must be enclosed with the agency's claim bill.

ChecklistforTechnicalBid

Sl. No.	Documentsasked for	Yes/No	If Yes, PageNo.:
1.	EMD Details/ Udyam registration + Bid Security Declaration, as applicable.		
2.	Authorization letter from the MD/CMD or Owner/Proprietor.		
3.	Self-attested copy of the PAN card issued by the Income Tax Department		
4.	Self-attested copy of GST Registration No.		
5.	Self-attested copy of valid Registration number of the firm/agency.		
6.	Oneself-attested recent passport size photograph of the Authorized person of the firm/agency, with bidders profile (Annexure I).		
7.	Proof of experiences of last three financial years as specified in the NIT along with satisfactory performance certificates from the concerned employers.		
8.	Copies of Income-Tax Return of the last one financial year.		
9.	Specific Certificate from certified Auditors consisting Annual turnover of last three financial years as per Annexure IX)		
10.	Vendor Master Form		
11.	Undertaking for providing Monthly Wages/ Salary to be paid Breakup of the wages, EPF and ESI to the drivers and cleaners (As per GoI Norms) including provision of mobile phones, Uniform, Shoes etc. as per tender document.		
12.	An undertaking to the effect that the firm is not being blacklisted / banned / suspended / debarred from any organization / Institute and no case is pending with the police or in court of law against their name, duly notarized, as per Annexure IV.		
13.	Proof of ownership and control		
15.	A signed & stamped copy of Tender document to be submitted as token of Acceptance of our terms & conditions		
16.	Acceptance of Terms & Conditions of Tender as per Annexure–VIII		
17.	Checklist Annexure XI		
18.	Eligibility related documents as per Para 1 to 13 of Section II		
19.	Any other relevant document(s).		

Signature of the Bidder (Name and Address of the Bidder)